

FYNE HOMES LTD**Minute of Management Committee Meeting
Held at 11 Victoria Street, Rothesay and by Teams VC on
Wednesday 22nd January 2025 at 4pm**

Present: J McMillan S MacLeod
A Jones R Henshelwood (Teams)
D Herriot J Thomson
D Philand (Teams) P Wallace (Teams)

In Attendance: I MacPhail, Chief Executive
S Cole, Business Services Director
J McAlister, Technical Services Director
L Haemmerle, HR Director (Teams)
S Jamieson, Housing Team Leader
J Martin, Income Team Leader
E MacCallum, Corporate Manager, Minute Taker
F Ewing, Directors Admin Assistant
S Gillies, Committee Observer

Apologies: P Cartwright, T Harrison and T Roberston

The Chair introduced and welcomed S Gillies to the meeting who was attending the meeting as an observer.

The CEO updated the Committee that the Housing Director had intimated her resignation with 3 months' notice.

1. Apologies for Absence

Apologies were intimated as above.

2. Declaration of Interest

All staff present declared an interest in agenda item 10(b)(ii) Revenue Budget and D Herriot declared an interest under AOCB.

3. AOCB Pre Notifications

There were two pre notifications.

4. Minutes of Management Committee Meeting held on 20th November 2024

On a proposal from J McMillan, seconded by D Herriot the minutes were accepted as a true and accurate record of proceedings.

i) Matters arising not covered in the agenda.

There were no matters arising.

ii) Rollings Actions Points

Action 24/25-21 – will be covered under agenda item 06(ii) and can now be closed

5. Technical Services Update

i) Development Report

A detailed report by the Technical Services Director was previously circulated to bring Committee up to date with progress in various areas. Some points were highlighted as follows and the remainder of the report was noted.

- *Inveraray (16 units)*

It was reported that planning approval is now expected imminently, the Scottish Government has been updated on the intended timescales and continues to note its support for the project.

- *Lochgilphead – LDP2 Site*

The Committee noted the update on the Lochgilphead Site from the report and that a planning application was submitted on 12th December 2024

- *Rothesay Academy Upper Site*

Argyll & Bute Council's application for the de-listing and demolition of the lower Academy building has been approved, quotes have been sought for the demolition in order for discussions to progress in relation to the funding options.

- *Ballochgoy*

The Management Committee had previously been updated that Connect Modular went into administration on the 6th January 2025. The only expenditure that Fyne Homes had paid was for the design fees which remain beneficial to the Association, which was detailed within the previously circulated report. Work has begun on procuring another contractor and it was noted that the Scottish Government, Scottish Housing Regulator and Argyll and Bute Council have been notified of the preferred contractor's insolvency.

- *Baddens Phase 10*

The planning application has been submitted and was validated in April; a decision is still awaited.

- *Potential Development Dunoon*

From the previously circulated report the Committee noted the update of the potential development site.

- Wilkie Houses

Phase 1 (Block 1-4) has all contractor works carried out, Phase 2 (Block 5-8) work is underway and due to be complete by February 2025.

Resolution

The Committee noted the contents of the development report.

ii) Capital Investment Report

From a previously circulated report the Committee noted the contents of the capital investment contracts.

iii) Asset Management Update

The Technical Services Director noted that following Committee approval to market Marness, John Street a verbal offer has been received, Committee will be kept up to date with the progress. It was reported that the Scottish Government have been informed of potential buybacks at Wellington Buildings and Maderia Place. The Technical Services Director reported that a home report has been instructed on a property at Auchamore Road and Kames Place.

Resolution

The Committee noted the asset management update.

iv) Kintyre Energy Efficiency Surveys

Following approval on 20th November 2024 to explore private finance options to take forward energy efficiency measures to properties in Kintyre discussions have taken place with Everwarm and it is proposed the scope of works be revised as detailed in the report. Approval was sought to instruct Everwarm to carry out surveys to 137 properties, these surveys would allow for a definitive scope of works to be carried out with accurate and current costings and have all statutory permissions in place which will be of benefit when the fund applications open. Committee approval was also sought to approve the funding detailed in the report which will be reallocated from the projected underspend from the Cyclical Maintenance Budget and for the scope of works to be reviewed and adopt a fabric first approach. A further report will be presented to Committee once more accurate costings are in place.

Resolution

After further detailed discussions the Management Committee approved the following:

- *The funding as detailed within the report, reallocated from the projected underspend from the Cyclical Budget,*
- *For the scope of works to be reviewed and a fabric first approach adopted*

6. Housing Management Report

A report was previously circulated to update Committee on the progress of various issues or activities within the Housing Services Team. In the Housing Directors absence, the Housing Team Leader, S Jamieson, updated Committee.

Application and Allocations

Current active applications on the waiting list stand at 3243 as of the 7th January 2025 of these 2210 have housing need points.

Voids and Arrears

Voids at the end of December were sitting at 38.48 days excluding exemptions which is above the target of 28 days.

Gross combined arrears are 1.49% at the end of December against a target of 2.5%.

Welfare Reform

The previously circulated report highlighted some success examples and the number of new cases each month. It was noted that the welfare service financial gains for Q3 were £142,507 bringing the total financial gains year to date as £466,896.

Tenant Participation

The annual rent consultation took place in December with feedback being collated, the feedback from the consultation will be discussed further in the agenda.

Fyne Homes attended a DYW Careers Day at Dunoon Grammar School in November where local partners were informed about the upcoming recruitment of an apprentice painter with some interest shown by those attending.

Staffing

The Committee noted the three members of the Housing Team who celebrated long service awards in January.

The Committee were updated that M Reynolds was successful in the Housing Officer recruitment and will start the new post in February.

Resolution

The Committee noted the contents of the Housing report.

ii) Void Report

From a previously circulated report the Housing Team Leader updated Committee on some of the factors that impact the Associations void loss and the cost associated with it. It was noted that some of the main factors were the death of a tenant and the time taken to receiving the property back, issues with energy companies and the time taken for engineers to attend and properties which require clearance due to abandonment, eviction or failure to clear the property. As previously reported a void working group has been established to address the high void times.

iii) Schedule 7 Ratification

An allocation has been made to a relative of a member of staff, detailed in the attached report. Committee noted the contents and approved the allocation.

Resolution

Committee noted the contents of the void report and approved the Schedule 7.

7. Business Services Reports

- a) *General*
- i) *Department Update*

A detailed report by the Business Services Director was previously circulated to bring Committee up to date with progress in various areas. Some points were highlighted as follows and the remainder of the report was noted.

- *Corporate*

Bite sized training continues with the latest being an overview of IT systems and projects from the IT Manager. The Strategy Day is scheduled to take place on the 7th February where the Fyne Group structure will be discussed. It was noted that N Booth was successful in the recruitment for a Technical Service Admin Assistant, Recruitment for a part time Receptionist went live on 7th January with a closing date of 24th January.

- *IT*

Docuware is now live for maintenance invoices and work has begun on introducing other types of invoices into the system. The new network is underway which will simplify the network administration and support. The Committee noted that the upgrades for Open Accounts and Open Housing are delayed due to a holdup with the software release.

- *Finance*

Fyne Homes quarterly accounts to 31st December 2024 have been completed and submitted to the lenders/auditors. The 3 yearly property valuations will take place over the upcoming months and will be carried out by JLL. The rent consultation, projected cashflow and a covenant update will be given under a separate agenda item.

The Business Service Director updated the Committee on RBS updating the banking covenant. It was noted that the lawyers are carrying out their due diligence and there will be agreements, Officer Certificate and an extract from the meeting to sign. Committee's approval was sought for the Business Services Director to continue the work on the updating of the bank covenant with the lawyers, for the Officers Certificate to be signed and the Chair to sign the extract minute before returning. It was noted that the CEO, Business Services Director and Technical Services Director were previously on the Officers Certificate as signatories.

Resolution

The Committee agreed for the Business Services Director to continue, for the Officer Certificate to be signed by the authorised signatories and the Chair to sign the extract minute using electronic signatures where necessary.

- *Additional*

The Value for Money Audit was carried out w/c 6th January 2025 and the report is still awaited in addition to the Development Audit which was carried out in November 2024. Once received an Audit Committee meeting will be arranged to approve and agree the audits for 2025-26.

As previously reported TIAA are undertaking Stage 2 of the Sustainability/ESG Strategy and policy, information was collated on office utilities and submitted before Christmas and a meeting is scheduled with TIAA next week.

Following approval at the November meeting Howden (Insurance Brokers) are reviewing renewal terms for 2025-26 insurance premiums and will be attending the March Committee meeting to deliver a presentation.

ii) Schedule of Meeting Dates

From a previously circulated report the Committee noted the schedule of meeting dates for 2025-26.

Resolution

The Committee noted the contents of the department update and the schedule of meeting dates for 2025-26

b) Finance

i) Projected Cashflow 2024-25

From a previously circulated report the Committee were informed of the expected cashflow of the Association from 1st April 2024 to 31st March 2025.

The Business Services Director highlighted that the figures to December 2024 agree with the monthly bank reconciliations, the Committee noted the opening and closing bank balances for the year and that cashflow shows a positive bank balance throughout the whole of 2024-25.

iv) Rent Consultation 2025-26

Following approval from the Management Committee at the November 2024 meeting, tenants were consulted on the proposed 5% rent increase for 2025-26, including phasing in and a 5% increase on garden maintenance service charges. It was noted that 1576 letters were sent out and 84 were returned, the responses were previously circulated to Committee. Any comments from the consultation regarding affordability, housing or repairs issues have been passed to the relevant departments.

Resolution

After further detailed discussions the Committee agreed to a 5% rent increase plus phasing in and a 5% increase on garden maintenance service charge effective from 1st April 2025.

(iii) Revenue Budget 2025-26

From a previously circulated report the Business Services Director informed Committee of the proposed revenue budget for 2025-26 based on a rent increase of 5% plus phasing in, 5% garden maintenance increase and a 3% salary increase. The Committee noted the surplus for the year and the Capital Loan Repayments due in 2025-26.

Resolution

After further detailed discussions the Committee approved the Revenue Budget based on a 5% rent increase plus phasing in, a 5% garden maintenance increase and a 3% salary increase.

(iv) Service Level Agreements

The Business Services Director noted that the Service Level Agreement (SLA) for the subsidiaries which were detailed in the budget and approved in November 2024, were presented and approved by each of the subsidiary companies at the November Board meeting.

8. Subsidiary Update Report

A report prepared by the CEO was previously circulated for Committee's information and noted. Some of the key points are highlighted below.

Fyne Energy

From a previously circulated report the Committee noted the contents and the current income.

A Committee member made a query regarding the reported SSE fault in early January, and at what stage does the situation become critical and whether there was a contingency plan in place for SSE faults resulting in downtime.

The CEO explained as this is a new fault there isn't an answer to the question at the moment it was noted that Fyne Energy should have its own risk register.

ACTION

The CEO will investigate the situation where SSE has a fault and at what point will it become a risk to Fyne Energy and will report back at the next meeting.

Gift Aid Recipients Update**Fyne Futures**

Fyne Futures Board meeting was held on 27th November 2024 where the Board approved a transition project for the Green Box scheme whereby the existing scheme would move to a scheme offering produce grown locally with no back fill from off island markets.

Glenbarr Community Group

The Group are organising a linked educational event on 22nd January and hope to link up with the many people affiliated with the Argyll Wildlife Organisation.

Discussions have begun around the potential recruitment of a part time ranger during 2025 to manage the environment, regular contractors etc as well as develop a related education and skills development programme for the wider area linked to the GCDA land.

Fyne Homes

The 2023/24 gift aid profit from Fyne Energy has been received.

Resolution

The Committee noted the contents of the report.

9. Committee Update

i) Committee Appraisals

The Corporate Manager informed Committee that consideration needs to be given to the 2025 appraisals. Following discussions the Committee agreed to go ahead with the same structure as last year and the Corporate Manager will take this forward.

ii) Strategy Day

As previously reported the Strategy Day will take place on the 7th February, in the Boardroom. Committee were invited

iii) Code of Conduct

The Corporate Manager reminded Committee members the importance of completing the previously circulated Code of Conduct and asked those who hadn't already done so to please return them as soon as possible.

Resolution

The Committee noted the verbal update

10. Policy Review/Deferrals**Resolution**

(a) Committee approved the undernoted policies:

(i) *F.07 Essential Car User Policy*

(b) Deferrals

(i) *H.27 Rental Policy*

(ii) *HR.29 Working From Home Policy*

11. Notifiable Events

The Committee were given an update on the status of notifiable events by the CEO.

12. Minute of Staffing Committee Meeting 15th November 2024

13. Minute of Management Team 18th November 2024

14. Minute of Fyne Energy Board Meeting 27th November 2024

15. Minute of Fyne Futures Board Meeting 27th November 2024

The above minutes were circulated for information and noted. Regarding the staffing minute held on 15th November on a proposal from D Philand, seconded by B Henshelwood the minute was accepted as a true and accurate record of proceedings.

16. AOCB

i) William Woodhouse Strain Sub Committee

The Corporate Manager explained this subcommittee was set up initially to allocate the properties at Shore Road in line with the remit of the trust, however these properties are now allocated through Home Argyll. The Trust wound up in 2019/20 and the funds remaining transferred over to Fyne Homes and have been ringfenced for use at Shore Road, it was noted that there was just over £6000 remaining in the trust. The Corporate Manager sought Committee approval to dissolve the subcommittee as it was no longer needed and for the funds to be utilised for the properties at Shore Road. It was proposed that the Tenant Participation Officer and Housing Officer would consult with the tenants to seek their views on what the funds should be used for.

Resolution

After further discussion the Committee agreed for the Sub Committee to cease and for the remaining funds to be used for the properties at Shore Road in consultation with the tenants.

ii) Donation Request

A request for a donation from Bute Shinty Club was received to support match/pitch maintenance, referee, balls and game catering for both the first and second team,

Resolution

After further discussion the Committee agreed to donate £450 to Bute Shinty Club.

17. Date of Next Meeting:

Strategy Day 7th February 2025

Management Committee Meeting 5th March 2025

17.50: J Martin, S Jamieson, F Ewing, I MacPhail, S Cole , J McAlister, L Haemmerle and S Gillies left the meeting at this point

18. Grievance Update

This agenda item is subject to a confidential minute.

Signed.....

Date.....