

FYNE HOMES LTD

**Minute of Management Committee Meeting
Held at 11 Victoria Street, Rothesay and by Teams VC on
Wednesday 2nd July 2025 at 3pm**

Present: J McMillan S MacLeod
T Harrison D Philand (Teams)
D Herriot S Gillies
J Thomson

In Attendance: I MacPhail, Chief Executive
S Cole, Business Services Director
J McAlister, Technical Services Director
L Haemmerle, HR Director
J Martin, Income Team Leader
E MacCallum, Corporate Manager, Minute Taker

Apologies: A Jones

Absent: P Wallace

1. Apologies for Absence

Apologies were intimated as above.

2. Declaration of Interest

S Macleod as Fyne Futures Board Member
J McMillan as Fyne Futures & Fyne Initiatives Board Member
T Harrison as Fyne Futures, Fyne Initiatives and Fyne Energy Board Member
D Herriot as Fyne Futures and Fyne Initiatives Board Member

3. AOCB Pre Notifications

There was one pre notifications.

4. Minutes of Management Committee Meeting held on 28th May 2025 and Confidential Minute held on 28th May 2025.

On a proposal from D Herriot, seconded by S MacLeod the Management Committee minutes were accepted as a true and accurate record of proceedings. On a proposal from S Gillies, seconded by S MacLeod the confidential minute was 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 24/25-20 25/26-01, these actions are ongoing.

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 noted that discussions are continuing with Argyll & Bute Council and the Environmental Health Officer regarding the Noise Impact Assessment.

- *Ballochgoy*

It was noted that the Sod cutting ceremony took place early this afternoon, with MacLeods Construction, the Chair and Vice Chair. A formal site start takes place on the 7th July with an anticipated completion date by 28th August 2026.

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.

Resolution

The Committee noted the contents of the Capital Investment Report.

iii) Asset Management Update

This item is subject to a confidential minute.

iv) Fyne Heat Update

Resolution

The Committee noted the contents of the Fyne Heat Update.

v) Stage 3 Adaptations satisfaction Surveys

Resolution

The Committee noted the contents of the Stage 3 Adaptations report.

6. Housing Management Report

i) *Department Update*

A report was previously circulated to update Committee on the progress of various issues or activities within the Housing Services Team, some points were highlighted as follows and the remainder of the report was noted.

Tenant Participation

It was reported that stationary sets have been delivered to all secondary schools in our areas of operation to be given to all pupils who are beginning their secondary school journey.

The school clothing shop initiative will be running the first and last week of the school holidays, this will be held in the Fyne Homes boardroom.

ii) *Tenant Welfare Fund*

From a previously circulated report the Committee noted the details of the Tenant Welfare Fund report.

The Committee noted their thanks to the Housing department for all the work carried out in the absence of a Housing Director.

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 key points were highlighted below, and the remainder of the report was noted.

- *Internal Audit*

It was noted that the Equality, Diversity and Inclusion audit was carried out at the end of May where reasonable assurance was received. Anti-Social Behaviour and Estate Management Audit will take place week commencing 21st July 2025.

- *Finance*

The Business Services Director reported that the Year End Audits will take place w/c 30th June for Fyne Energy, w/c 7th July for Fyne Futures and Fyne Initiatives and w/c 21st July for Fyne Homes.

8. Human Resources Update

A detailed report by the HR Director was previously circulated to bring Committee up to date with progress in various areas. Some key points were highlighted below, and the remainder of the report was noted.

The HR Director updated the Management Committee that following recruitment for a Maintenance Operative in Lochgilphead, an offer has been made and it has been verbally accepted.

Resolution

The Committee noted the contents of the report.

15.25 J Martin entered at this point.

9. Subsidiary Update

A report prepared by the CEO was previously circulated for Committee's information and noted.

Resolution

The Committee noted the contents of the report.

10. Policy Review/Deferrals

Resolution

(a) Committee approved the undernoted policy:

(i) *M.09 Right To repair*

(b) Committee deferred the undernote policy:

(i) *C.21 Records Management*

11. Committee Update

(i) *Annual Assurance Statement*

The Corporate Manager explained that the Annual Assurance Statement requires review by representatives of the Management Committee prior to being presented to the October Management Committee then submitted to the Scottish Housing Regulator by 31st October. J McMillan and S Gillies volunteered to review the Annual Assurance Statement. The Corporate Manager noted that the internal process is under review and alternative process are being investigated.

12. Notifiable Events

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

13. Minute of Management Team Meeting 20th May 2025.

The above minutes were circulated for information and noted.

14. AOCB

This item is subject to a confidential minute.

15.40pm J Martin left the meeting at this point

15. Strategy Day Discussions - Follow Up

This item is subject to a confidential minute.

16. Action Plan – Confidential

There were no updates to report as the last meeting was postponed due to annual leave, a rescheduled meeting is due to take place in the upcoming weeks.

17. Date of Next Meeting: Wednesday 2nd July 2025

With no further business the meeting closed at 15.50pm

Signed.....

Date.....