FYNE HOMES LTD
Minute of Management Committee Meeting
Held at 11 Victoria Street, Rothesay and by Teams VC on
Wednesday 1st July 2026 at 4pm

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

In Attendance: I MacPhail, CEO
S Cole, Business Services Director
J McAlister, Technical Services Director
L Haemmerle, HR Director
E MacCallum, Corporate Manager, Minute Taker

Apologies: P Wallace, S MacLeod, and Y Angus

1. Apologies for Absence

Apologies were submitted as above.

2. Declaration of Interest

J McMillan as a Fyne Futures & Fyne Initiatives Board Member
T Harrison as a Fyne Futures, Fyne Initiatives and Fyne Energy Board Member
D Herriot as a Fyne Futures and Fyne Initiatives Board Member
D Cowan as a Fyne Energy Board Member
All staff in agenda item 17

3. AOCB Pre Notifications

There were no pre notifications.

4. Minutes of Management Committee Meeting held on 27th May 2026

On a proposal from D Cowan, seconded by T Harrison the Management Committee 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 24/25-01 & 26/27-01 – These actions will be brought for consideration at the August meeting.

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. The report was taken as read and the following points were highlighted as follows.

- *Inveraray (16 units*)

The Technical Services Director advised that, as previously reported, the Section 75 Agreement has been issued to Argyll and Bute Council and remains outstanding for finalisation. Discussions have continued with our solicitors, and it is anticipated that the agreement will be signed off by close of business today. Confirmation that this has occurred is still awaited.

ii) Capital Investment Report

From a previously circulated report the Committee noted the works programme for 2026-27.

iii) Asset Management Update

From a previously circulated report the Committee noted the contents of the Asset Management report, including the buybacks, sales and the update regarding Connect Transport Planning.

iv) Fyne Heat Update

From a previously circulated report the Committee noted that contents and the work that had been carried out by the Energy Advisor.

v) Social Housing Net Zero Heat Fund (SHNZHF) Checkpoint 11

Committee noted the update on the current status of the SHNZHF from a previously circulated report.

vi) Statutory Nuisance Notice

From a previously circulated report the Committee noted that update in relation to the statutory noise notice and the potential disruption to tenants. It was acknowledged that all tenants have been contacted to explain the current situation and once the final report is received a programme of works will be established. Tenants will be kept updated throughout.

Resolution

The Committee noted the contents of the Development, Capital Investment, Asset Management, Fyne Heat, Social Housing Net Zero Heat Fund and Statutory Nuisance Notice reports.

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 by the Technical services Director in the Housing Directors absence and the remainder of the report was noted.

Voids
Void performance continues to be positive, supported by the strong collaborative working relationship between Technical Services and Housing. 33 properties have been let during April and May, which averages 14.49 days to relet properties against a target of 28 days. This is reflected in the void rent loss at the end of May, which is sitting at just under 8k.

Complaints
Two formal complaints were escalated to the SPSO[1], both have been investigated by the SPSO, and they are satisfied that both case have been handled correctly, and Fyne Homes have acted reasonably.

Housing (Scotland) Act 2025
The Committee noted that the Scottish Government has published secondary guidance to support development of the Domestic Abuse Policy. A revised policy is expected to be presented to the Committee in August.
It was also highlighted that revised Model Tenancy Agreements have been published, and work is underway to review existing tenancy agreements and identify any required changes ahead of implementation for new tenancies from 1st August 2026.
It was noted that a letter outlining forthcoming changes to Scottish housing law will be issued to all tenants and circulated to Committee members for information.
The possibility of a future Bite Size training session on new tenancy rights and responsibilities was also noted.

ii) Welfare rights Update
The Technical Services director highlighted that a press release has been prepared regarding the £725,00 financial gains for tenants in 2025-26, the Chair provided a quote for this. Committee noted that there is likely to be a reduction in financial gains this year due to tenants moving across to Universal Credit, which will mean there are fewer cases where benefits stop and then need to be reclaimed.

Resolution
The Committee noted the remainder of the Housing Management and Welfare Rights report.

iii) Shared Ownership – Request to Purchase 25% Stake
From a previously circulated report that Committee noted that Fyne Homes have been approached with a request to purchase the owners 25% share, in the shared ownership property detailed in the report. Fyne Homes currently own 10 out of the 12 within this development. Committee noted that there is current demand on the waiting list on this type of property and confirmation is waited form the Scottish Government in relation grant funding via the buyback scheme.

Resolution
After further discussion, the Committee approved the purchase of the 25% stake and noted the cost which was detailed in the report.

7. Business Services Reports

[1] Scottish Public Services Ombudsman

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
The Void Management internal audit was carried out in June, and the report was received this week where reasonable assurance was received.

Private Finance
The Business Service Director noted that the loan agreement and all associated legal documentation have now been signed, and the funds are expected to be available for drawdown soon.

Resolution
The Committee noted the remainder of the Business Services report and the update in relation to the private finance.

8. Human Resources Update

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

The HR Director reported that following successful recruitment for an IT Assistance, J McGroaty started earlier this week. An update was provided on the Bute Maintenance Operative vacancy, it was noted that this closed at the beginning of the week and interviews will take place tomorrow, 2nd July.

Resolution
The Committee noted the remainder of the HR update.

9. Subsidiary Update

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

10. Policy Review/Deferrals

Resolution
(a) Committee approved the undernoted policies:
- *(i) C.09 Expenses to Committee Members*
- *(ii) C.25 Complaints Policy*
- *(iii) F.03 Treasury Management*
- *(iv) HR.37 Sabbaticals*

11. Committee Update

Assurance Statement

The Corporate Manager sought volunteers to review the evidence for the Annual Assurance Statement. J McMillan and S Gillies volunteered to carry out the review.

12. <u>Notifiable Events</u>

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

<u>Resolution</u>
The Committee noted the verbal update on notifiable events.

13. <u>Confidential – Closure Update</u>

This item is subject to a confidential minute.

14. <u>Confidential – Governance Action Plan Update</u>

This item is subject to a confidential minute

15. Minute of Management Team Meeting 7th April 2026

16. <u>AOCB</u>

<u>17.07pm</u> – J McAlister, E MacCallum and I MacPhail left the meeting at this point.

17. Confidential – Performance Management and Pay

This item is subject to a confidential minute.

18. <u>Date of Next Meeting: Wednesday 1st July 2026.</u>

With no further business the meeting closed at 18.08pm

Signed……………………….

Date……………………………