



# MANAGEMENT COMMITTEE

INFORMATION PACK

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# ABOUT US



Fyne Homes is a Registered Social Landlord, Scottish Charity and Registered Society under the Co-operative and Community Benefit Societies Act 2014. The Housing Association was originally formed as Isle of Bute Housing Association in 1979 however we can trace our roots back to 1936 via William Woodhouse Strain Housing Association. In 2002 the organisation was renamed Fyne Homes, considering the wider geography of operation. Fyne Homes operate throughout Argyll and Bute and have homes in Mid Argyll, Cowal and Kintyre peninsulas, the Isle of Gigha and the Isle of Bute. We have four offices which are located in Lochgilphead, Dunoon, Campbeltown and Bute. The Fyne Group now owns and manages in excess of 1900 properties and employs around 53 staff across its areas of operation

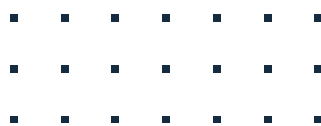
We have an open membership and community-based approach, governed by a voluntary Management Committee. We aim to tailor our services to provide appropriate, reliable, accessible housing and support. We respect our customers, staff and Committee; and approach our business and activities with openness and integrity. By engaging with our tenants and stakeholders we can continuously improve our services and meet local needs.

Through our best value approach, we aim to ensure housing costs are affordable, managing resources effectively to maintain and improve homes to the highest standards. Operating across rural and isolated areas where our tenants have come to rely on the good quality and efficient services provided, we are committed to continuously improving performance, responding to the changing needs of our tenants and local housing needs. Our Corporate Plan has therefore been developed to enable us to set out the strategic objectives for Fyne Homes with measurable outcomes that we will work towards.





# Fyne Group



Fyne Homes is the parent company of the Fyne Group which comprises of Fyne Energy, Fyne Initiatives and Fyne Futures,



Fyne Energy was created in 2016 and generates electricity from its onshore, 3 turbine windfarm, located at Auchadaduie, near Glenbarr, South Kintyre, exporting renewable energy to the National grid for 100% community benefit throughout Argyll & Bute and neutralising the organisational carbon footprint.



Fyne Initiatives was established in 2005 and is the commercial arm of the Fyne Group.

They develop the choice of housing currently available through promoting and expanding ownership initiatives such as the Rural Home Ownership Grants (RHOGS), preparing and selling serviced sites to allow people to build their own homes, and other general initiatives for which we know there is a demand that presently cannot be met by Fyne Homes as a Registered Social Landlord.

Purpose: To inspire, educate and empower people to live sustainably.

Vision:

- People are inspired to be the best they can be
- Services exceed people's expectations for ease of use, reliability and quality of provision
- Environments are improved by our actions
- Sustainability is achieved by thinking and acting as responsible owners of all resources available



Fyne Futures was established in 2004 and is a Registered Scottish Charity and Company Limited by guarantee. Based on the Isle of Bute, Fyne Futures is committed to environmental sustainability and providing training and employment opportunities to those furthest from the labour market.

Fyne Futures Ltd currently operates three strategic business units each with its own distinct external market;

- ReStyle offers re-used, repurposed and upcycled household goods via retail outlet and social media. ReStyle purpose is to inspire, educate and empower people to take action and achieve sustainable living.
- Bute Produce Horticultural Training Centre offers employability and horticultural training, primarily targeted at people with a range of barriers to gaining employment.
- Bike Bute is an island-based community e-bike scheme which encourages active travel .



# Management Committee



Shirley MacLeod - Chairperson



David Herriot - Vice Chair



Adrian Jones - Secretary



James McMillan



Peter Wallace



Tony Harrison



Bob Henshelwood



Douglas Philand



Peter Cartwright



Jean Thomson



Vacancies x2

# Fyne Homes Senior Team



Iona MacPhail  
CEO



Janet McAlister  
Technical services  
Director



Sharon Cole  
Business Services  
Director

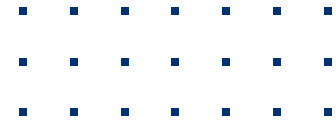


Tracy Robertson  
Housing Services  
Director



Lyn Haemmerle  
Human Resources  
Director

# Vision and Mission



## Vision

Building Sustainable Communities

## Mission

To be the Landlord of choice in Argyll and Bute

## Values

Respect,

### Respect

we respect our customers, staff and committee, we value treating everyone with fairness, consideration and dignity.

### Openness

we approach our business and activities with honesty and integrity.

### Affordability

we aim to ensure housing costs are affordable while managing resources effectively to maintain and improve homes to the highest standards through our best value approach

### Quality

we are committed to continuously improving our services to meet local needs, we value excellence and aim to achieve high standards in all that we do.

### Engagement

we aim to engage with our tenants and stakeholders openly and with transparency. We are accountable for our actions and take responsibility and ownership for outcomes.

# Role of Management Committee

**“The Governing Body leads and directs the RSL to achieve good outcomes for its tenants and other service users.” Regulatory Standards of Governance and Financial Management, Standard**

## 1 Introduction

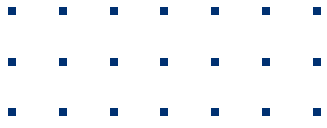
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1.1 This role description has been prepared to set out the responsibilities that are associated with being a Management Committee Member (MCM) of Fyne Homes Ltd. It should be read in conjunction with the accompanying person specification and our Rules and Standing Orders.

1.2 We are a Registered Social Landlord and a Scottish Charity. The role description reflects the principles of good governance and takes account of (and is compliant with) the expectations of the Regulatory Standards of Governance and Financial Management for Scottish RSLs and relevant guidance produced by the Office of the Scottish Charity Regulator (OSCR).

1.3 The Association encourages people who are interested in the Association’s work to consider seeking election as a Management Committee Member and is committed to ensuring broad representation from the communities that it serves. MCMs do not require ‘qualifications’ but, from time to time, we will seek to recruit people with specific skills and experience to add to or expand the existing range of skills and experience available to ensure that the governing body is able to fulfil its purpose. We have developed a profile for the Management Committee which describes the skills, qualities and experience that we consider we need to lead and direct the Association and carry out an annual review of the skills that we have and those that we need to inform our recruitment activities.

1.4 This role description applies to all members of the governing body, whether elected or co-opted or appointed, new or experienced. It is subject to periodic review.



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## 2 Primary Responsibilities

**2.1** As a MCM your primary responsibilities are, with the other members of the Management Committee, to

- Lead and direct the Association's work
- Promote and uphold Association's values
- Set and monitor standards for service delivery and performance
- Control Association's affairs and ensure compliance
- Uphold Association's Code of Conduct and promote good governance

**2.2** Responsibility for the operational implementation of Association's strategies and policies is delegated to the Chief Executive Officer.

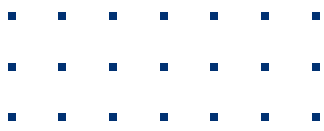
## 3 Key Expectations

**3.1** The Association has agreed a Code of Conduct for Management Committee Members which every member is required to sign on an annual basis and uphold throughout their membership of the governing body.

**3.2** Each MCM must accept and share collective responsibility for the decisions properly taken by the Management Committee. Each MCM is expected to contribute actively and constructively to the work of the Association. All members are equally responsible in law for the decisions made.

**3.3** Each member must always act only in the best interests of the Association and its customers, and not on behalf of any interest group, constituency or other organisation. MCMs cannot act in a personal capacity to benefit themselves or someone they know.





## 4 Main Tasks

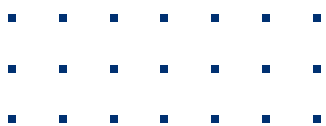
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- To contribute to formulating and regularly reviewing Association's values, strategic aims, business objectives and performance standards
- To monitor Association's performance
- To be informed about and ensure Association's plans take account of the views of tenants and other customers
- To ensure that the Association operates within and be assured that the Association is compliant with the relevant legal requirements and regulatory frameworks
- To ensure that risks are realistically assessed and appropriately monitored and managed
- To ensure that the Association is adequately resourced to achieve its objectives and meet its obligations
- To oversee and ensure Association's financial viability and business sustainability whilst maintaining rents at levels that are affordable to tenants
- To act, along with the other members of the Management Committee, as the employer of Association's staff
- To ensure that the Association is open and accountable to tenants, regulators, funders and partners

## 5 Duties

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- Act at all times in the best interests of Fyne Homes
- Accept collective responsibility for decisions, policies and strategies
- Attend and be well prepared for meetings of the governing body and sub-committees
- Contribute effectively to discussions and decision making
- Exercise objectivity, care and attention in fulfilling your role
- Take part in ongoing training and other learning opportunities
- Take part in an annual review of the effectiveness of Association's governance and of your individual contribution to Association's governance

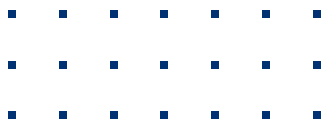


- Maintain and develop your personal knowledge of relevant issues and the wider housing sector
- Represent the Association positively and effectively at all times, including in local communities and when attending meetings and other events
- Respect and maintain confidentiality of information
- Treat colleagues with respect and foster effective working relationships within the governing body and between the governing body and staff
- Be aware of and comply with our policy on the restrictions on payments and benefits
- Register any relevant interests as soon as they arise and comply with Association's policy on managing conflicts of interest

## 6 What Fyne Homes Offer

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**6.1** All MCMs are volunteers and receive no payment for their contribution. The Association has adopted an Entitlements, Payments and Benefits Policy which prevents you or someone close to you from inappropriately benefiting personally from your involvement with us. This and related policies also seek to ensure that you are not unfairly disadvantaged by your involvement with the Association. All out of pocket expenses associated with your role as a MCM will be fully met and promptly reimbursed.

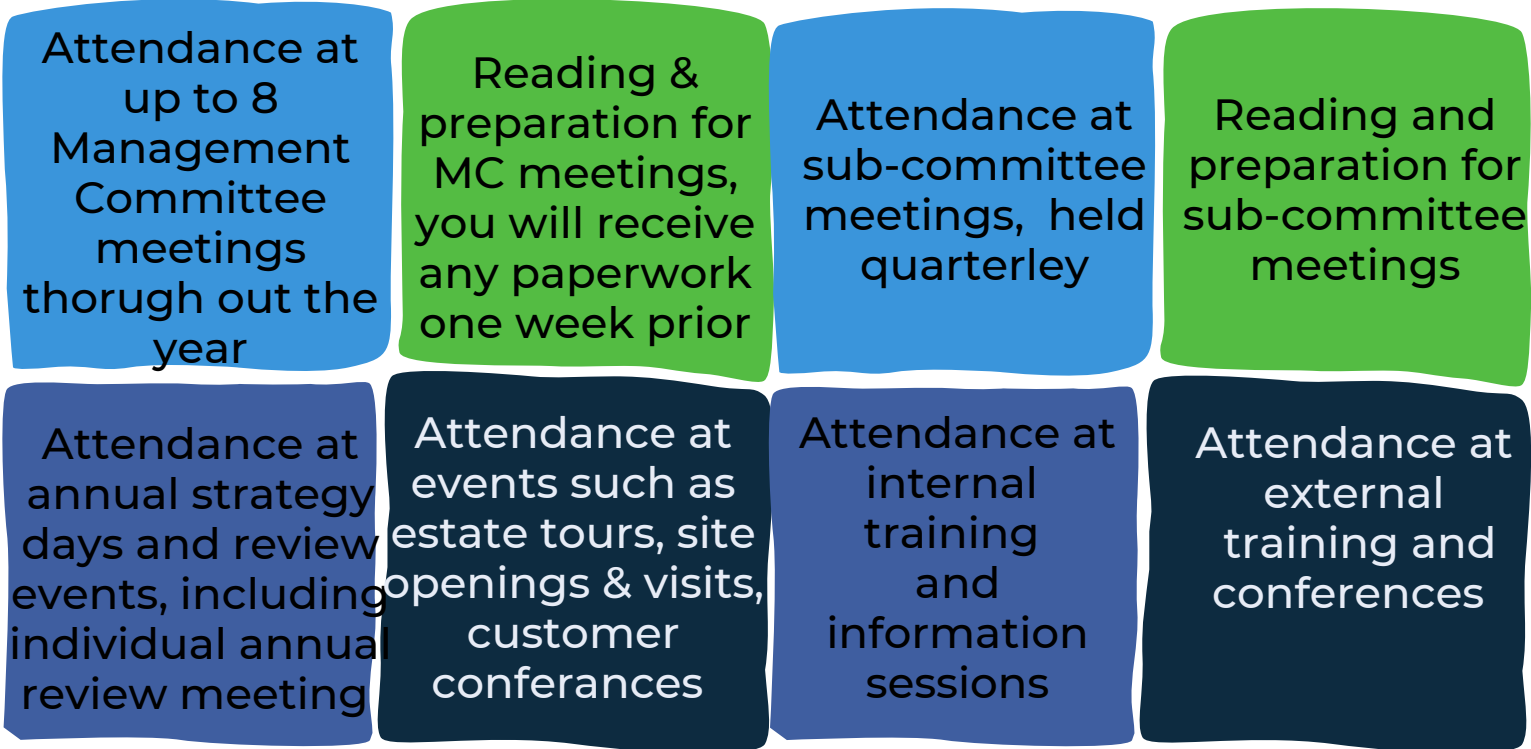


## 6.2 In return for your commitment, Fyne Homes offers:

- A welcome and introduction when you first join the governing body;
- A mentor from the governing body and a named staff contact for the first six months, with ongoing support
- Clear guidance, information and advice on your responsibilities and on Association's work
- Formal induction training to assist settling in
- Papers which are clearly written and presented, and circulated in advance of meetings
- The opportunity to put your experience, skills and knowledge to constructive use
- The opportunity to develop your own knowledge, experience and personal skills
- The chance to network with others with shared commitment and ideals

## 7 Time Commitment

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# Eligibility to Join Committee

Below is an extract from Fyne Homes rules in relation to a persons eligibility



**43** A person will not be eligible to be a Committee Member and cannot be appointed or elected as such if:-

**43.1** they have been adjudged bankrupt, has granted a trust deed for or entered into an arrangement with creditors or his/her estate has been sequestrated and has not been discharged; or

**43.2** they have been convicted of an offence involving dishonesty which is not spent by virtue of the Rehabilitation of Offenders Act 1974 or an offence under the Charities and Trustee Investment (Scotland) Act 2005; or

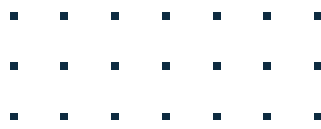
**43.3** they are party to any legal proceedings in any Court of Law by or against the Association; or

**43.4** they are or will be unable to attend the Committee Meetings for a period of 12 months; or

**43.5** they have been removed from the Committee of another registered social landlord within the previous five years; or

**43.6** they have resigned from the Committee in the previous five years in circumstances where the resignation was submitted after the date of their receipt of notice of a special committee meeting convened to consider a resolution for their removal from the Committee in terms of Rule 44.5; or

**43.7** they have been removed from the Committee in terms of Rules 44.4 or 44.5 within the previous five years; or



**43.8** they have been removed or suspended from a position of management or control of a charity under the provisions of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 or the Charities and Trustee Investment (Scotland) Act 2005; or

**43.9** they have been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commissioners for England and Wales or by Her Majesty's High Court of Justice in England on the grounds of any misconduct in the administration of the charity for which they were responsible or to which they were privy, or which their conduct contributed to or facilitated; or

**43.10** a disqualification order or disqualification undertaking has been made against that person under the Company Directors' Disqualification Act 1986 or the Company Directors Disqualification (Northern Ireland) Order 2002 (which relate to the power of a Court to prevent someone from being a director, liquidator or administrator of a company or a receiver or manager of company property or being involved in the promotion, formation or management of a company); or

**43.11** at an annual general meeting, they have served as a Committee Member for a continuous period in excess of nine years and the Committee has not resolved to permit them to stand again or otherwise be nominated for re-election.

# Additional Information



## Skills & Knowledge

You don't need to be a housing specialist to join Fyne Homes and we welcome people from all ages and backgrounds. Whilst having knowledge and experience in areas such as housing, finance, governance, business, development and HR would be really useful, they are not essential requirements. Both internal and external guidance and support will be provided to familiarise yourself with the day to day running of the Association.

## Where are meetings held

Management Committee meetings are held in our boardroom at 11 Victoria Street, Rothesay, and all meetings are held in a hybrid format so members can join remotely if they wish, we have recently installed a 360 camera to create an immersive meeting. The boardroom is accessible and has a hearing loop installed.



If you are interested in joining or require further information please contact, Eilidh MacCallum, Corporate Manager or visit our website

## Contact Information

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