

**Minute of Management Committee Meeting  
held by Scopia Video Conferencing  
on Wednesday 7<sup>th</sup> October 2020 at 2.30pm**

**Present:-** K Findlay T McKay  
T Harrison J McMillan  
D Herriot D Wilkinson  
M Lang

**In Attendance** S Cole, Business Services Director  
L Haemmerle, Human Resources Director  
J McAlister, Technical Services Director  
C Renfrew, Chief Executive Officer  
T Robertson, Housing Services Director  
M Thomson, (Minute Taker)

**Apologies:** R Henshelwood and S MacLeod

**Leave of Absence:** L Scoullar and P Lingard

**Absent:** P Wallace

**1. Apologies for Absence**

Apologies were intimated as above.

**2. Declarations of Interest**

There were no declarations of interest made.

**3. AOCB pre-notifications**

No other business was notified.

**4. Election of Office Bearers**

As this was the first Management Committee Meeting since the Annual General Meeting the Chief Executive called for nominations for the position of Chair for the next 12 months.

**(a) *Chair***

On a formal proposal put forward by D Wilkinson, seconded by M Lang, **J McMillan** was elected as Chairman. There were no other nominations and J McMillan was happy to accept the post.

**(b) *Vice Chair***

On a proposal put forward by T McKay, seconded by D Wilkinson, **S MacLeod** was elected as Vice Chair in her absence she had previously indicated she was happy to stand again. There were no other nominations and S MacLeod was re-elected

**(c) *Secretary***

On a proposal by K Findlay, seconded by T McKay, **D Wilkinson** was re-elected as Secretary. There were no further nominations and D Wilkinson was happy to continue in post.

**(d) Nominations of Members to Sub-Committees/Subsidiaries**

It was proposed that the incumbent members are re-elected unless any Committee Member wished to stand down or be elected onto a different committee. It was agreed that the members remain as they stand.

- **Audit Committee**

*K Findlay, T Harrison, P Lingard, J McMillan and L Scoullar*

- **Staffing Committee**

*R Henshelwood, P Lingard, S Macleod, J McMillan, L Scoullar, P Wallace*

- **Executive Committee – automatic election of office bearers and sub-committee conveners/spokespersons**

*J McMillan (Chair), S MacLeod (Vice Chair), D Wilkinson (Secretary)  
K Findlay (Housing Spokesperson B&C), M Lang (Housing Spokesperson MA&K), T  
Harrison (Technical Services Spokesperson) plus the convenors of Audit and Staffing which  
will be elected at first available meeting.*

- **William Woodhouse Strain Sub-Committee**

*D Herriot, J McMillan, P Wallace and D Wilkinson*

Under the Terms of Reference co-optees are allowed and R Reid will continue as a co-optee on this committee due to his knowledge in this area.

- **Subsidiary Boards**

- ***Fyne Futures and Fyne Initiatives***

*T Harrison, D Herriot and D Wilkinson*

R Reid and J Meade will remain on the subsidiary boards as independent members.

- ***Fyne Energy***

*T McKay, D Forsyth, R Templeton, A Clark, T Harrison and C Renfrew.*

Following rule change adopted at the SGM there are no vacancies on the Management Committee and every member sits on at least one Committee.

At this point the meeting was handed over to the Chair to take the meeting through the remainder of the agenda.

## **5. Coronavirus Responses**

### ***(i) General Update (verbal update)***

From a verbal report by the HR Director, the following points were noted:

- Contingency planning team continue to meet 3 times per week

- The default position remains working from home, although there is occasional access for essential business which is approved in advance by the CPT.
- Guidance has been issued to staff reminding them of the need to continue to take annual leave which is important for their health and wellbeing.

As the situation continues there is an ongoing concern with regards to Health and Safety and Wellbeing and a Temporary Home Working policy is being presented to this meeting. Following approval this will be circulated to staff along with a homeworking DSE assessment and an assessment of their general environment. Although staff have been surveyed for their views previously it was felt that something more formal should be put in place and this will continue to be revisited depending on how long the situation persists.

*(ii) SHR Monthly Report*

A copy of the report was attached for information purposes and duly noted. This return provides the SHR with a snapshot of the position within various RSLs and the impact on staffing, arrears, court actions etc.

**6. Minute of Management Committee Meeting of 19<sup>th</sup> August 2020**

On a proposal by T Harrison, seconded by M Lang, the minute was unanimously accepted as a true and accurate record of the proceedings to be signed by the Chair.

*(a) Matters Arising*

There were no matters arising.

*(b) Rolling Action points*

The updated rolling action points was circulated for information and duly noted by Committee.

**7. Technical Services Reports**

*(a) 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 duly noted:

- *Tighnabruaich - 20 units*

The properties are almost complete inside. The path to the school has been completed and work is progressing on the play area and fencing although there remains a significant amount of groundworks still to be completed. Handover is anticipated for the end of November and a quick turnaround is expected due to the level of interest in the properties.

- *Cairndow - 6 units*

The development continues to progress well with all kits on site and erected. One is fully wind and watertight and onto first fix. A February handover is anticipated.

**ACTION**

**Drone footage of the development to be circulated to Committee.**

Committee noted that the Association is actively looking for sites in Lochgilphead and Inveraray and a demand analysis will be carried out in conjunction with housing colleagues.

**(b) Capital Investment Report 2019/20**

The Technical Services Director explained that the circulated report detailed the contracts which had been approved at the budget meeting in November 2019. The budget was in the region of £1.3M and to date around £80k has been spent. With the delays caused by lockdown and subsequent Covid measures, it is unlikely that the programme can be delivered in its current form and there will be an underspend.

The Technical Services Team has been looking at different options on how the existing budget could be spent including flat amalgamations, focussing on fire legislation requirements and bringing forward window replacements etc which do not require multi trades to access tenants' homes.

**Resolution**

- (i) *Committee agreed to investigate hard to let flat amalgamations at 6 Columshill Place and have it costed out*
- (ii) *Committee agreed that some scenario planning is undertaken and a report brought to the next meeting detailing what works it is proposed are postponed, what is proposed to bring forward or replace and the impact this will have on the budget.*

**(c) Upper Academy – Rothesay**

As Committee was aware there was a partial roof collapse which resulted in emergency works being carried out and approval had been obtained to investigate demolition costs. A structural engineer and principle designer have been appointed and an ecology survey will be undertaken on 15<sup>th</sup> October by Rowan Ecology based in Oban. An asbestos survey is not required as we had one in the archives which was carried out in 2008 and is still valid.

The Technical Service Director explained that in the event the Ecology Survey identifies a bat habitat this could potentially delay any demolition for up to a year and also require additional works to the existing roof due to its stability. Building control has been advised of our concerns about it being a dangerous building due to the roof condition which may supersede any requirements of the ecology survey.

At this point a query was raised as to whether Fyne Futures had cleared the old gym hall and pottery shed. The Technical Services Director commented that they had removed all of the items of value that they required and that they were to make arrangements for a skip to remove the remaining items.

**(d) Fire Detection Upgrade Contracts & EICR's <sup>1</sup> (verbal)**

From a verbal report by the Technical Services Committee noted that the EICR regulations have changed from every 10 years to 5 years. A survey of all the EICRs we currently have on stock has been undertaken and this will be undertaken in conjunction with the detection upgrade works which have to be undertaken by February 2021.

Contracts have commenced in all areas and initial feedback has highlighted the installation work can damage internal decoration and consideration may have to be given to

<sup>1</sup> Electrical Installation Condition Report

compensation payments. There are also some instances where tenants have refused to have heat detectors installed in kitchens and enforcement action may need to be taken. The works will be randomly audited by AICO the manufacturer of the heat detectors & smoke alarms.

It was noted that this legislation applies to all home owners.

## 8. Housing Management Report

### (a) *Department Update*

A detailed report by the Housing 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 duly noted:

#### *Allocations/Applications*

Homeless and domestic abuse applications continue to be prioritised and during lockdown 95 homeless allocations have been made by the various partners of which Fyne Homes made 31. A new initiative Housing First has been launched by Argyll & Bute Council housing services team and the partners have a target of 10 between them to be made from this list. These applicants automatically go to the top of the list and have an intensive tenancy support package in place and there is up to £2500 per tenant to be used for tenancy sustainment.

#### *Old Court House*

Applications for the two remaining properties had been expected to go to offer, however 1 has now withdrawn and there is uncertainty whether the other will proceed due to health issues. There are other interested parties on the list.

#### *Welfare Reform*

Much needed welfare support and advice continues with regards to the various benefit changes following the end of the furlough scheme. There has been an increase in Community Care Grants for tenants who have moved, with pending applications in the region of £10k and in the region of £16k secured in the last few months across Argyll and Bute.

The team is very much operating business as usual with the exception of home visits. Those working from home have been supported in admin requirements with members of the business services team who have more frequent office access due to the nature of their jobs.

#### *Tenant Participation*

The rent setting consultation is in progress and responses will be analysed by Arneil Johnson week commencing 12<sup>th</sup> October and online workshops scheduled for week commencing 26<sup>th</sup> October.

## 9. Business Services Reports

A report by the Business Services Director was previously circulated for Committee's information and duly noted. Some points were highlighted as follows:

- The virtual SGM and AGM went to plan with the new rules unanimously adopted. Thanks were offered to The IT Manager , IT Assistant and Corporate Manager for their support in the arrangements
- The Assurance Statement will be revisited to take account of revised guidance and presented to the November meeting.
- Work continues on the Annual Performance Report

- IT have now revisited various projects delayed whilst ensuring staff were supported in working from home arrangements
- Year end accounts were all completed, signed off and sent to lenders along with the covenant calculations.
- Annual Financial Statement being finalised for submission to the SHR
- Inspiralba accounts being audited week commencing 9<sup>th</sup> November.
- Rent consultation results due in by end of week and will be analysed by Arneil Johnson prior to being reported to Committee in due course.

*(ii) Finance*

*(a) Private Finance Update*

Committee noted that the paperwork is now in place and a catch up meeting will be held with RBS next week to commence drawdowns. An existing loan is being refinanced at a better interest rate with savings of £139k compared to the £137k originally thought. Three small loans with ABC, Scotwest and Airdrie Savings Bank will be repaid in the next few weeks. Only the loan with Scotwest has breakages costs in the region of £2-3k.

#### **10. Human Resources Report**

A report prepared by the HR Director was previously circulated for Committee's information and duly noted. Some points were highlighted as follows:

Staffing previously approved the recruitment of 2 modern apprentices, however due to the restrictions on interaction there is concern over the recruitment process, on the job training and direct supervision and contact. Guidance is being sought from the scheme training provider on how this could be managed and the recruitment and training plan that will be required to be put in place.

At this point Committee passed on their thanks to all staff for the way they have delivered the service in recent months.

#### **11. Policy Reviews**

A report by the Corporate Manager provided detail on the various policies for approval or deferral.

The HR Director commented that minor changes had been made to HR 16 and HR 17.

A new policy HR 34, Temporary Homeworking during Coronavirus has been introduced to ensure that clear and specific guidance is provided for employees experiencing a prolonged period of temporary home-working due to the Coronavirus pandemic. The policy covers all aspects of working patterns, managing sickness, insurance, tax and mortgage/rent implications as well as specific advice on use of display screen equipment and health, safety and well-being. Following approval this will be distributed to staff along with the DSE and Homeworking health and safety questionnaire.

It was highlighted that the Corporate Manger had recently circulated some training opportunities available to Committee via SHARE and K Findlay has expressed an interest in attending one of them.

#### ***Resolution:***

*Committee approved the undernoted policies:*

- (i) HR16 Giving Employment References*

- (ii) *HR17 Dignity at Work*
- (iii) *HR34 Temporary Homeworking Policy during Coronavirus*

**Action**  
 Policies to be circulated to staff along with DSE and Homeworking questionnaire.

- 12. **Minute of Fyne Energy Board Meeting 27<sup>th</sup> August 2020**
- 13. **Minute of Fyne Initiatives Board Meeting 27<sup>th</sup> August 2020**
- 14. **Minute of Fyne Futures Board Meeting 27<sup>th</sup> August 2020**
- 15. **Minute of Fyne Energy Board Meeting 16<sup>th</sup> September 2020**
- 16. **Minute of Fyne Futures Board Meeting 16<sup>th</sup> September 2020**
- 17. **Minute of Fyne Initiatives Board Meeting 16<sup>th</sup> September 2020**

The above minutes were circulated for information purposes and duly noted.

18. **AOCB**

There being no further business the meeting was closed at 15.30pm

19. **Date of Next Meeting**

The next Management Committee meeting is scheduled for **Wednesday 25<sup>th</sup> November 2020**. This will be delivered via the Starleaf platform and will be remotely uploaded to the iPads.

Chair.....  
 (*Chair*)

Date.....