

FYNE HOMES LTD

**Minute of Management Committee Meeting
held by Starleaf Video Conferencing
on Wednesday 25th November 2020 at 2.30pm**

Present:-

K Findlay	T McKay
T Harrison	S MacLeod
R Henshelwood	J McMillan (Chair)
D Herriot	P Wallace
M Lang	D Wilkinson

In Attendance

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

Apologies: T Robertson, Housing Services Director

Leave of Absence: P Lingard

1. Apologies for Absence

Apologies were intimated as above.

The Board was saddened to hear of the death of Len Scoullar who served on our Committee as a representative of Argyll and Bute Council and was also Provost of Argyll and Bute. He was a much respected member of the Committee and local community and our thoughts are with his wife and family.

2. Declarations of Interest

M Lang declared an interest under agenda No 9(b)(ii) Budget incorporating Rent and Service Charges.

3. AOCB pre-notifications

(a) Donation in memory of L Scoullar

4. Coronavirus Responses

(i) *General Update (verbal update)*

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

- The default position of working from home remains for the majority of staff.
- DSE and homeworking risk assessments have been undertaken and staff are currently being consulted on their requirements which will be distributed via the DLO
- The association is very much working as close as possible to business as normal within the current restrictions and all staff were thanked for their continued flexibility and support.

- No staff have been furloughed since the introduction of lockdown in March.
- Contingency Planning Team continue to meet 3 times per week

(ii) SHR Monthly Report

A copy of the report for October 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.

5. Minute of Management Committee Meeting of 7th October 2020

It was noted that S MacLeod's apologies had been omitted from the minute. With this amendment, on a proposal by T McKay, 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.

6. Quarterly Performance Reports to 30th September 2020

The reports were previously circulated for information purposes and duly noted.

7. Assurance Statement 2020

A report by the Corporate Manager was previously circulated along with SFHA Guidance/Supplementary guidance, minutes of the review meeting, completed checklist and proposed statement to the SHR¹.

The same checklist as last year was used with links and documents updated as required. The focus of the review meeting with S MacLeod and D Wilkinson was on the supplementary guidance in relation to Covid-19 considerations. It was highlighted to Committee that appraisals hadn't been undertaken and we aim to address this by the end of January 2021, this is included in the Assurance Statement.

S MacLeod commented that due to the groundwork undertaken last year there were several aspects that they were able to say they were happy with and that Committee should be assured the main discussions concentrated on the Covid-19 guidance. S MacLeod and D Wilkinson were happy to recommend the acceptance of the checklist and the assurance statement to Committee.

Resolution

Committee approved the Assurance Statement as presented for release to the Scottish Housing Regulator prior to 30th November and thanked the Corporate Manager for the work undertaken in the preparation of the checklist.

Action

Assurance statement to be uploaded to the SHR portal prior to 30th November 2020

¹ Scottish Housing Regulator

8. 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*

It was noted that there are still delays with material supplies particularly block pavers. Therefore, due to weather conditions and outstanding groundworks, handover will be delayed until January 2021 with an exact date still to be agreed. It was noted that handover will be with incomplete play areas due to delays with the supply of the equipment.

- *Cairndow - 6 units*

The development is progressing well with all units now wind and watertight. Completion is anticipated for March 2021.

- *Inveraray*

It was noted from the report that a demand analysis has been undertaken for the area which demonstrates there is a demand, particularly for 2 bedroom accommodation. A site has been identified north of Inveraray Primary School, just off the Dalmally Road. This is within an approved masterplan for the area. The indicative site layout shows capacity for up to 16 units, however the proposed property type mix would need to be revised to reflect demand should it be decided to progress this project.

Resolution

Committee agreed to progress a feasibility study of the site and consider the property type requirements in conjunction with the estate.

Committee also noted a demand exercise was undertaken for Lochgilphead where there is the opportunity to undertake a further phase at Lochgilphead High School site. Phase 4 allowed for access to land owned by the NHS. Discussions have been opened with the NHS with a view to purchasing the site for a nominal sum as the existing buildings would require to be demolished.

In addition there is another pocket of land on the High School site along from Wallace Way which would support a semi-detached block possibly 2 x 4 bedroom houses which the local Housing Officers say there is a demand.

Demand figures will be presented to the next Committee Meeting.

ACTION

The Technical Services Director to present demand figures for Lochgilphead to the January Committee Meeting.

(b) *Capital Investment Report 2019/20*

At the last meeting it was highlighted that the programme would be unable to be delivered in its current form and that an underspend was anticipated.

A revised plan was presented to the meeting which should achieve a £1.223M spend against a budget of £1.276M.

Brought Forward

- Window replacements at 10-12 Columshill St/1,3,5 Hillhouse Rd/1-4 Gowanfield Pl and Foley Park
- Flat amalgamation at 6 Columshill Place
- Phase 1 demolition of Upper Academy

Deferred

- Kitchen replacement/rewire at Castle Street, Port Bannatyne

Resolution

Committee approved the revised report as presented and noted the deferrals

(c) Upper Academy – Rothesay

The previously circulated report indicated that following the ecology survey, there is a bat presence within the main building and the technical block, however there is no evidence of them in the pottery shed or the gym hall. The proposal is to demolish the pottery shed and gym hall in phase 1 this financial year with the remaining buildings in 2021/22 following a further ecology survey to be undertaken in April 2021. A demolition warrant is in place.

A breakdown of costs in the region of £200k was included in the report, however the Technical Services Director commented that there may further costs in the region of £9k in regards to preparation of tender documentation. The full spend may not be achieved this year and allowance has also been made for the next financial year.

Due to the expected contract value less than £200k we are able to undertake a competitive tender and issue invitations to companies we wish to include on a tender list and this can be procured through Public Contracts Scotland. It was noted from the report that three local contractors and two mainland contractors have been selected to tender

At this point a query was raised if Fyne Futures had cleared the goods of no value from the pottery shed. It was noted that this has not yet been completed due to difficulties securing a container from Renewi

Resolution

Committee approved the proposal to proceed with the demolition of the Upper Academy buildings in two phases.

(d) Cairndow Development Naming Competition

The previously circulated report provided a selection of names suggested by the local childcare facility, Fyne Den. However, a further suggestion for consideration was made by a Committee Member. The suggestion related to a former gamekeeper and special constable who lived in the area and whose cottage overlooked the development. He sadly had been involved in an accident on the outskirts of the village from which he never recovered.

Resolution

*(i) Following discussion Committee agreed that the name **Manson View** would be a fitting tribute and that enquiries should be made to establish if there was any remaining family in the area for their approval.*

(ii) Committee also agreed that the Technical Services Director should arrange some form of recognition (eg gift or book tokens) to the group in recognition of their participation.

ACTION

Technical Services Director to make enquiries to establish if any of Mr Manson's family still resides in the area and if so to seek their approval for the development name

(e) *Smoke/heat Alarm Legislation*

From a verbal report by the Technical Services Director it was noted that the Scottish Government has now revised the deadline from February 2021 to February 2022. However as our contracts are underway they will continue. It is likely there will be some properties where we will have access difficulties and an allowance has been made in the 2021 Capital Budget

9. Housing Management Report**(a) *Department Update***

In the Housing Director's absence, the Technical Service Director highlighted some points from the report as follows:

Applications and Allocations

There are currently 207 applicants registered as homeless and since 1st April, 131 homeless allocations have been made by the partners, 37 of which have been by Fyne Homes.

Old Courthouse

Two properties remain to be sold, however although there is some interest there have been no formal offers.

Welfare Reform

Our Welfare Officer has been proactively contacting tenants who may qualify for the Scottish Child Payment and Warm Homes Discount and where required assisting with the completion and submission of applications.

Once current calling lists are complete, the focus will be on tenants of pension age to ensure they are receiving their full entitlement.

The Housing Officer in Campbeltown has also been providing support in regards to Community Care Grant Applications.

Tenant Participation

Welfare calls continue and arrangement are being put in place for those which wish to be contacted during the Christmas closure.

The Rent Consultation results have been returned and headline outcomes were included in the report. An online workshop was undertaken with a small number of tenants on 30th November. A full report is expected by the end of the month with recommendations on the way forward which will be presented to the January Board Meeting.

The Corporate Manager has agreed to record an online Christmas Craft session.

The TP Officer is attending the TPAS Conference as a presenter this month to talk about involving tenants in performance discussions.

10. Business Services Reports***(a) Department Update***

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

- Work on Annual Assurance Statement completed and presented to this meeting
- Annual report and winter newsletter at the printers and will be distributed early December.
- Code of Conduct and Declarations of Interest circulated with the majority returned.
- IT continues to support and enhance remote working where possible with the deployment of additional equipment if required. Open Housing upgrade undertaken 18th-20th Nov and revisiting other projects which were deferred due to impact of Covid.
- Working on rent review in conjunction with Arneil Johnston
- Revenue and Capital Budgets presented to this meeting
- The LIBOR rate is being replaced by SONIA in December 2021 and our existing LIBOR loans will require to be reviewed with the banks to establish the best way forward.
- Paperwork completed on the £10M private finance with RBS and as previously reported smaller loans with Airdrie Savings Bank, Scotwest and Argyll and Bute Council will be repaid by the end of December.

(b) Public Holidays 2021/22

A report detailing the holidays for 2021/22 in line with the Terms and Conditions of Service was previously circulated and duly noted.

(c) V C Etiquette

A revised copy of this was circulated to Committee including guidance aimed at behaviours for virtual meetings with particular emphasis on ensuring microphones are muted when not speaking as the smallest noises are picked up and magnified which is very distracting.

(ii) Finance***(a) Projected Management Accounts and Financial Covenants to 31 March 2021***

The Management Accounts for the period to 30th September show a surplus of £623,738 and the projections for the 6 months to March 2021 show a surplus of £457,748 with an overall surplus for the year of just over £1M.

The figure is just over £77k lower than the budgeted surplus of £1.2M mainly due to the fact that the monies from Fyne Energy are not expected this financial year and rental income reduced due to delay in site completion at Tighnabruaich and Cairndow. Financial covenants are being comfortably met.

A query was raised in relating to last year's surplus, however it was unclear what was being referred to and the member agreed to take it up with the Business Services Director.

(b) Revenue Budget incorporating Rent and Service Charges 2021/22

A copy of the proposed Budget was previously circulated for Committee's information. The detail had been prepared by the Chief Executive and the Business Services Director with input from the Management Team and relevant Operational Managers.

The report detailed the various assumptions made in the compilation of the Budget which shows a surplus of £1,354,480 for the year. It was noted that the budget includes just over £1.4M of depreciation and £194,082 Grants released from deferred creditors which are not a monetary figure along with capital loan repayments of £982,699 which are due in 2021/22.

Rental income forms the basis of the budget, and generally a rent/service charge increase would be proposed at this time of year. However it was felt that due to current circumstances, it would be good news for our tenants if we could implement a rent and service charge freeze and the budget as presented can accommodate this.

The proposed budget allows for all covenants and ratios to be met.

Resolution

Committee unanimously approved the budget for 2021/22 as presented and that a good news flyer should be included with the newsletter.

(c) Capital Budget 2021/22

A copy of the Capital Budget was previously circulated for Committee's information. Capital Expenditure of just under £2.9M is proposed, the bulk of which will be for property improvements as detailed in the report. This represents an increase of £482k from last year.

Capital Loan Repayments of £982,699 have also been included. Committee noted that just under £2.2M of property improvement works have been deferred to future years. The 30 year projections will be reviewed for years where there is less work required and some of the deferred works can be brought in.

Resolution

Committee unanimously approved the capital budget of £2,860,110

(d) Rent Restructure Review

This was covered under agenda item 9.

11. Human Resources Report

(a) General Report

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

- DSE Assessment and Working from Home Risk Assessment and consultation ongoing with staff with regards to requirements identified
- Recruitment for the Technical Services apprentices will commence in the New Year.

(b) Staff Forum – Christmas Proposal

The HR Director verbally reported on a proposal from the Staff Forum as we are not able to hold a face to face Christmas party this year. The group had undertaken a survey of staff and following analysis wished to present a proposal for a local supermarket voucher to the value of £25 and a half day on the day the party would normally have been held.

The proposal was discussed at some length with other suggestions made at the meeting by the SMT and committee members. Whilst it was felt staff have done a consistently great job, especially since lockdown, they were concerned that using tenants' money to provide

vouchers would be inappropriate in the current climate. However, suggested that consideration might be given to some sort of funded get together once the CV-19 crisis has abated later on in 2021 and that a discretionary half day should be given to staff in December.

Resolution

Committee agreed that all staff should be granted a half day in December to be agreed by the SMT

Action

The HR Director to communicate the decision to the Staff Forum and thereafter to all staff

12. Policy Reviews/Deferrals

A previously circulated report provided detail on the various policies for approval or deferral.

Resolution:

Committee approved the undernoted policies

- (i) H.26 Shared Ownership Housing Allocations*
- (ii) H.35 Registration of Resident Organisations*
- (iii) HR.12 Corporate Social Media Policy*

Committee deferred the undernoted policy

- (i) HR.24 Call Recording Policy*

13. Notifiable Events

It was noted that following on from the preparation of the Assurance Statement and associated guidance it was agreed to include this as a standing item on the agenda going forward. No notifiable events were highlighted at this meeting.

14. Committee Training

It was noted that several members had taken up the opportunity over the last couple of months of attending some training sessions delivered by SHARE via the Zoom platform

- The Role of Committee
- Intro to Housing Management
- Intro to Finance

The meeting heard highlights of their experiences and those attending had found the events to be useful and informative.

15. Minute of Executive Committee Meeting 16th September 2020

16. Minute of Staffing Committee Meeting 28th October 2020

17. Minute of Management Team Meeting 3rd November 2020

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

With regard to Agenda no 15 the minute was proposed as a true and accurate record by S MacLeod seconded by D Wilkinson.

Management Committee Meeting**25th November 2020**

Agenda no 16 was proposed as a true and accurate minute by J McMillan seconded by S MacLeod.

18. AOCB*(a) Donation in memory of L Scoullar*

The sad passing of L Scoullar had been noted at the beginning of the meeting and it was proposed that a donation should be made in his memory to the Lade Centre as per the funeral notice.

Resolution

Committee agreed to make a donation of £500 to the Lade Centre, Rothesay in memory of L Scoullar.

The Technical Services Director commented the Technical Services Manager's wife had a baby boy today and congratulations were offered on behalf of Committee.

There being no further business the meeting was closed at 15.55pm.

19. Date of Next Meeting

The next Management Committee meeting is scheduled for **Wednesday 27th January 2021**

Chair.....
(Chair)

Date.....