

**Minute of Management Committee
Held at 11 Victoria Street, Rothesay and
by Starleaf Video Conferencing on
Wednesday 6th July 2022 at 4pm**

Present: -

T Harrison	A Jones
R Henshelwood	P Wallace
D Herriot	S MacLeod
J McMillan	

By Video Conference: I McPhail, Chief Executive

In Attendance: -

J McAlister, Technical Services Director
S Cole, Business Services Director
L Haemmerle, HR Director
M Thomson, Corporate Manager
E MacCallum, Minute Taker

Apologies: - T Robertson (Housing Director), P Lingard and M Lang

Absent:- L McCabe

The Chair welcomed all to the meeting and expressed his thanks to D Herriot for chairing the last meeting in his absence.

1. Apologies for Absence

Apologies were intimated as above.

(i) Committee Member Registration

K Findlay has resigned from Fyne Homes Committee of which she held the position as Secretary. The Chair has sent an email of thanks and well wishes on behalf of the Committee. The Corporate Manager asked if anyone would like to take on the position as Secretary, there were no volunteers at present, this will stay on the agenda for the next meeting.

2. Declarations of Interest

There were no declarations of interest made.

3. AOCB pre-notifications

(i) Fire evacuation protocols

4. Minute of Management Committee Meeting held 25th May 2022

On a proposal from T Harrison, seconded by B Henshelwood, the minute was accepted as a true and accurate record of the proceedings.

i) Matters arising not covered in the agenda

There were no matters arising not included in the agenda

3364

ii) Rolling Action Points

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

- Action 24 –The Business Services Director will revisit this and obtain up to date costs.
- Action 2122-05 – HAG figures are still awaited and continued to be chased.
- Action 2223-01 – The demand and capacity analysis in relation to the levelling up bid will be circulated to Committee this week.
- Action 2223-02 – A working group has been formed and a meeting has taken place to explore all the options available for distributing the Fyne Energy gift aid. Legal advice has been sought from TC Young who have advised that all the loan agreements with the banks need to be reviewed and consent from the banks will be needed before taking anything forward. The Business Services Director will schedule a meeting with the all the banks and auditors to clarify the legalities.
- Action 2223-03 – Will be covered under Agenda 6(iii)
- Action 2223-04 – Will be covered under Agenda 11(ii)

A Jones entered the meeting at this point – 4.15pm

5. SHR Final Covid report – Jan -March 2022

From a previously circulated report the Committee noted the contents of the report.

6. Technical Services Reports

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:

- *Cairndow – 6 Units*

The final defects inspection has been carried out and a list of defects have been passed to the contractor along with a timescale for completion, the final retention will be released thereafter.

- *Inveraray*

The legal agreements regarding the access road continue to be ongoing for the acquisition of the proposed development site. Once these have been resolved planning permission will be sought and funding established.

- *Baddens Park/Riverside Drive (3 semi-detached blocks, 6x 3 bed 5person)*

The planning application has been submitted and verified with a determination date for the 20th August.

- *Argyll and Bute Sites*

A potential site has been identified in the Lochgilphead area, which is in the local plan as a housing allocation area for eighty units. A housing demand review will be undertaken

and Argyll and Bute Council will carry out investigatory works regarding road access before instructing any feasibility works at the Associations cost.

ii) Capital Investment Report

The Capital Investment report was previously circulated and noted.

Bute

The window/door/soffit and fascia replacement at Foley Park is underway with 75% of the work complete. Comparison pictures will be presented to Committee on completion along with a cost saving.

The tender for the roof replacement contract at Ballochgoy has been posted on Public Contracts Scotland with a 4-week tender period and aim to be on site early August.

Cowal

Works on the widow replacement contract at Commercial Buildings are scheduled to be carried out later in the summer months. Site sizing of the windows has been undertaken and are on order.

Mid-Argyll

The window and door replacement contract at Market Place is scheduled to commence in August, this will be a similar contract to that at Foley Park.

Kintyre

Work has commenced with the central heating, kitchen replacements and rewire at the Cruden Houses. The opportunity was taken while a property was void at Ciaran Court to carry out the works while empty to prevent future disruption to the new tenant.

ii) Upper Academy

As previously reported the Committee agreed to move forward with the purchase of the Caretakers Cottage with vacant possession, Mount Stuart Trust have come back this week to say the Cottage is vacant. Heads of terms have been agreed with the Trust and the Scottish Government has been contacted in terms of funding.

iv) Asset Management Update open market purchase

Further to Committee approval to progress with the acquisition of Flat 3, 37 Tom-A-Mhoid Road, which was in our asset management review plan. Discussions have progressed with the Scottish Government regarding funding, a report was previously circulated to Committee detailing the costs. Committee noted that the flat was previously leased to ABC¹ as a homeless flat and they have indicated an interest in continuing the lease once we have upgraded it.

The Technical Services Director reported to Committee that a property at 23 Mount Pleasant Road in Rothesay has recently become void. This is the only tenanted property in the block the rest being owner/occupiers. Committee's approval was sought to take the opportunity while void to put it on the open market, this would elevate any housing management issues and is making best use of our housing stock. A Committee member asked how this would impact the housing needs and the Technical Services Director

¹ Argyll and Bute Council

commented that it is a 1bed top floor flat and we currently have an oversupply of 1bed flats therefore wouldn't impact any housing needs.

Resolution

After further discussion the Committee agreed to getting the property at 23 Mount Pleasant Road valued and on the open market.

7. Housing Management Report

A report was previously circulated to update Committee on the progress of various issues or activities within the Housing Service Team. In the Housing Director's absence, the Chief Executive highlighted some points.

Fyne Homes has been assisting ABC with property checks as part of the Ukrainian refugee sponsorship assessment, these are being carried out by the Housing and Technical Officers and so far, are assisting with 15 checks. Currently we have 1 family housed in the Rothesay area. Fyne Homes participated in ABC podcast discussing the work being carried out for the refugees and Fyne Homes involvement.

Planning is underway for Tenant Participation events to recommence; these will be taking place face to face.

An allocation has been made to a relative of a member of staff, detailed in Appendix 1. Committee noted the contents and approved the allocation.

8. Business Services Reports

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

(a) General

(i) Department update

- Work is ongoing within YEAR²: Committee pages are currently being developed within the system.
- Work is under way gathering evidence for the Annual Assurance statement which is due to be submitted in October.
- Preparation for the AGM, which is taking place in September, will commence late July/early August.
- Work has begun on the on the Annual Performance Report for the AGM, this will be going to the printers in early August.
- A void module was added to Total Mobile which went live on the 30th June, with a scheme management module to follow.
- Work is continuing in progressing the recommendations from the cybersecurity audit and cyber essentials with TSG.
- Work is ongoing with the Year End Accounts. Fyne Energy's audit was carried out last week with Fyne Futures/Initiatives taking place this week and Fyne Homes taking place week commencing 25th July.
- Fyne Energy had a loan with Fyne Futures for £320k, 2 payments were made during June which has cleared the loan. However, Fyne Futures then owed a similar amount to Fyne Homes, this has now been repaid.

² Your Employee Admin Record

- The Corporate Governance internal audit is taking place this week, all information requested has been collated and sent over.

A Committee member raised a query regarding the tenant portal and when the trial would begin. The Business Services Director commented that the aim is to roll this out soon, a pilot group is needed to be formed to test the system, however IT would be consulted again as to timescales.

ACTION

The Business Services Director to find out when the pilot of the tenant portal will begin.

9. Human Resources Report

A report prepared by the HR Director was previously circulated for Committee's information and noted. Some of the key points are highlighted below

Recruitment

Interviews for the Technical Services Modern Apprentice for Cowal and Mid-Argyll took place on the 22nd and 23rd of June. One applicant from the Cowal interviews was successful and will be starting on the 13th July. The Mid- Argyll interviews were unsuccessful and a meeting will be held between the HR Director, Technical Services Director and Manager to come up with a new approach and establish the best way to proceed, this will go to Staffing Committee at the end of July.

The PDR review sessions were due to take place on the 7th of July however due to the trainer being ill this has been postponed and will be rescheduled for as soon as possible.

10. Policy Reviews/Deferrals

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

Resolution

Committee approved the undernoted policies

- (i) C.14 Committee Structure, Responsibilities and delegate authority policy
- (ii) M.09 Right to Repair
- (iii) M.10 Policy inn inspection and testing of electrical equipment

Committee approved the deferral of the undernoted policy until August

- (i) HR.07 Computer and email use Policy
- (ii) HR.22 Communication Policy
- (iii) HR.24 Call Recording Policy

11. Committee Report

- (i) Action Plan from Review Meetings

The action plan from the Committee review meetings was previously circulated by the Corporate Manager for the Committee's information and the contents were noted.

(ii) *Strategy Day*

The Corporate Manager reported that following the appraisals, the feedback highlighted the need for a strategy day, the plan would be to hold this at the end of August. Feedback was sought on a suitable date and any ideas the Committee had on topics for the agenda. As previously discussed, Fyne Homes must develop a Net Zero Strategy over the next year and that this could be a topic for a Strategy Day along with a guest speaker. The SMT³ will look to identify a suitable speaker.

A suggestion was made to use the Strategy Day as an opportunity to discuss the action points from the Committee reviews in more detail, it was felt that this would be beneficial and the day could be split between that and Net Zero.

Resolution

The Committee agreed to use the Strategy Day to discuss the review meeting action points and Net Zero.

ACTION

**Corporate Manager to send out dates for Committee in relation to Strategy Day.
SMT to continue to look for a suitable Net Zero speaker.**

(iii) *Committee Meeting Dates*

Following on from an email previously circulated by the Corporate Manager regarding the times of the Committee meetings and suitability, it was reported that the majority are happy to keep the meeting time as 4pm start.

Resolution

The Committee agreed to keep the meeting time remaining at 4pm.

The Corporate Manager reported that Starleaf, the company we currently use as a video conferencing platform, has gone into liquidation. Our contract with them was due to expire in September which would mean considering alternatives, the current situation has escalated this process. Going forward we will be using the TEAMS platform, and feedback was welcomed for any requirements needed to try and improve the VC experience for the end user. Out with improving the acoustics of the room with carpets etc, the IT Manager has suggested that using a wider-angle voice tracking camera could be a consideration. A Committee member commented that from experience they have found using the tracking camera to jolt and they react to the slightest sound so you can end up losing the person who is speaking. It was asked if it would be a possibility to have more static cameras around the table so it captures the whole room. It was felt that more exploration was needed and its worthwhile to have a strong platform as possible as it could encourage more people to join the Committee especially if they aren't Bute based. The Corporate Manager will ask the IT Manager to compile a report with various options and costs for Committee to consider.

ACTION

Corporate Manager to ask IT Manager to compile a report on VC camera options including costs for the Committee to consider.

(iv) *Subsidiary Updates*

As reported at the beginning of the meeting K Findlay's has submitted her resignation from Fyne Homes Committee. She was also on the Board of Fyne Futures and her resignation, effective from the 13th June will be reported at their Board meeting in August. The Chair

³ Senior Management Team

sent an email of thanks on behalf of the Board. The Corporate Manager extended an invitation to anyone who wished to join the Fyne Futures Board.

It was also reported that B Templeton wishes to re-join Fyne Energy Board after previously resigning due to personal reasons. This will be reported at the Board meeting in August if the Committee is agreeable.

Resolution

The Committee agreed to B Templeton being appointed onto the Fyne Energy's Board

(v) *Committee Volunteers to review the Assurance Statement*

The Corporate Manager explained that the Assurance statement requires review by representatives of the Management Committee prior to being presented to the October Management Committee. S McLeod and A Jones volunteered to review the Assurance Statement.

12. Notifiable Events

Internal & External Auditors Appointment – Ref 22601

As the tender for internal and external auditors are notifiable events the SHR have been notified, no updates have been received to date. The Regulator had queried why the internal auditors hadn't been reported as a notifiable event last year, the Business Services Director commented that this had been an oversight on our part and explained that training is being arranged for the SMT and Committee on all notifiable events.

13. Health and Safety

A Health and Safety meeting took place on the 2nd of June and the minutes were circulated with the meeting paperwork for information. The Technical Services Director reported that the reception works are nearly complete. Safeguard is attending the office this week to upgrade the alarm system and the security doors. The Rothesay office will open to the public on the 18th July while the area offices will remain operating by an appointment only system.

14. Minute of Fyne Energy Board Meeting 19th May 2022

15. Minute of Fyne Initiatives Board Meeting 19th May 2022

16. Minute of Fyne Futures Board Meeting 19th May 2022

17. Minute of Health and Safety Meeting Committee Meeting 2nd June 2022

18. Minute of Management Team Meeting 7th June 2022

The above minutes were circulated for information and noted.

19. A.O.C.B

(i) *Fire Evacuation Protocols*

Through the Chair a member of the Committee raised a query regarding the fire evacuation procedure in buildings which contain lifts. The Technical Services Director commented that in the event of a fire in any building the Strathclyde Fire and Rescue Service would take the lead on any emergency that required evacuation. It was noted that the local Fire Brigade carry out familiarisation visits with all properties with lifts and provide feedback, they have been contacted again since the query was raised to carry out a further familiarisation visit on all properties on Bute with lifts. A member of the Committee asked if there was anything in place to let the Fire Brigade know if there were tenants with

mobility/health issues. The Technical Services Director commented that this could breach data protection and that tenancies can change so often that any information the emergency services hold would quickly become outdated. It noted that there is also a call out system in place for out of hours, so if there is ever an emergency then members of staff will always attend to liaise with the emergency services and provide up to date information on tenants.

15. Date of Next Meeting

There was no further business and the meeting was closed at 17.15 pm.

The next Management Committee meeting is scheduled for **Wednesday 24th August 2022**

Chair.....

Date.....