

FYNE HOMES LTD

**Minute of Management Committee  
Held at 11 Victoria Street, Rothesay and  
by TEAMS Video Conferencing on  
Wednesday 24<sup>th</sup> August 2022 at 4pm**

**Present: -**                      T Harrison                      A Jones  
   R Henshelwood                P Wallace  
   D Herriot                        J McMillan

**By Video Conference:**    S MacLeod, M Lang

**In Attendance: -**                J McAlister, Technical Services Director  
   S Cole, Business Services Director  
   L Haemmerle, HR Director  
   M Thomson, Corporate Manager  
   E MacCallum, Minute Taker  
   F Ewing, Directors Admin Assistant

**Apologies: -**                      P Lingard, L McCabe

**1.     Apologies for Absence**

Apologies were intimated as above.

**2.     Declarations of Interest**

P Wallace declared an interest in agenda item 4(ii) Rolling Actions List.

**3.     AOCB pre-notifications**

- (i)     *Appointment of Secretary*
- (ii)    *Gift Aid Distribution Update*

**4.     Minute of Management Committee Meeting held 6<sup>th</sup> July 2022**

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

***j)     Matters arising not covered in the agenda***

There were no matters arising not included in the agenda

***ii) Rolling Action Points***

The updated rolling action points were circulated for information and noted by Committee. The Business Services Director asked the Committee if they would be agreeable to merge action 23,24 and 2223-07 into one action as they are all related, the Committee agreed, these will now all fall under action 2223-07.

- **Action 2223-07** - new quotes were obtained and one tender has been accepted. It is aimed to have the carpet down in September and curtains will be put up. Costings will be obtained to get new chairs as the current ones are sun damaged and the material is fraying away, it was noted that the lease on the boardroom runs to 2030. In relation to the VC issues, a demo was attended on an OWL 360° voice activated camera with a panoramic view, the IT Focus Group is recommencing and the demo will be shown at the next meeting. Feedback will be sought from other Housing Associations who have used the camera. It was noted that this is an inexpensive piece of equipment and could be utilized elsewhere if not suitable for the boardroom, different options are still being explored.
- **Action 2223-02** – a catch up meeting will be arranged with the Housing Director to clarify figures and what path is being taken. RBS will need to put a report to their credit team, this will need to be carried out with all the lenders.
- **Action 2223-05** - the tenant portal trial will be rolled out on the 1<sup>st</sup> September and will last for 2 months, there are 20 tenants participating in the pilot group.
- **Action 2122-005** – HAG figures have been received and this will be covered under the Technical Services report.
- **Action 2223-01** – The Housing demand and capacity analysis will be circulated to the Committee.
- **Action 2223-03** – This action will be covered under the Technical Services report.
- **Action 2223-04** – A suitable speaker has been found and will be attending the Strategy Day on the 1<sup>st</sup> September.
- **Action 2122-06** – Training dates have been set with the various departments to provide training in relation to the Business Continuity Plan and will be completed by October.

5. **Quarterly performance reports to 30<sup>th</sup> June 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*

Works are being carried out by the contractors that were identified in the final defects schedule. Upon satisfactory completion of works the final retention will be released. The Technical Services Director informed the Committee that at the weekend the tenants had no water, these properties are served by a borehole. Contact was made to the Arkinglass Estate and the problem was rectified however MacLeod's were put on standby to deliver water if needed. A report is awaited to find out the cause.

S McLeod joined the meeting by VC at this point – 16.20pm.

- *Inveraray*

Road upgrade costs have been obtained from MacLeods and discussion are ongoing with the Estate regarding cost apportionment.

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

The detailed planning application was validated and the consultee responses have been returned, which is detailed in a previously circulated report. The target determination date for the application was 20<sup>th</sup> August, however feedback is still awaited at the time of reporting.

- *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 (HAL) 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 now complete. The Technical Services Director noted that over a 25-year period there would be a saving of approximately £185,000 from the cyclical budget.

The tender for the roof replacement contract at Ballochgoy was due back on the 18<sup>th</sup> August, however an extension of time has been granted and it is now due back at the end of August. The costs will be reported back to both Fyne Homes and Fyne Initiatives Board's once received.

#### *Cowal*

Site sizing of the windows at the Commercial Buildings has been undertaken. Works on the window replacement contract at Commercial Buildings are scheduled to be carried out later in the year. Site sizing of the windows has been undertaken by the contractor.

#### *Mid-Argyll*

A pre-start meeting with MacLeod's has been scheduled for 25<sup>th</sup> August with the contract starting on site on 29<sup>th</sup> August.

#### *Kintyre*

Work has re-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, the remainder will be carried out once the Cruden contract is complete.

### ***ii) Upper Academy***

Mount Stuart Trust's solicitors have issued an offer to sell and our solicitors have responded with an offer to accept. A tender application is being prepared for submission to the Scottish Government for the purchase. It was noted that this acquisition is to enable future development and any costs relating to the cottage and how we move forward with it will be incorporated into the development cost of the upper site.

***iv) Asset Management Update open market purchase***

Flat 3, 37 Tom-A-Mhoid Road was purchased on the 11<sup>th</sup> August, works have commenced to install a new kitchen, central heating and rewiring which will bring it up to SHQS<sup>1</sup> and EESSH<sup>2</sup>. Argyll and Bute Council have expressed an interest in continuing with the lease once the upgrades have taken place

A valuation has been carried out on 23 Mount Pleasant Road, and a verbal offer above the asking price has been received and is being taken forward. Committee noted that this is the only tenanted property in the block the rest being owners/occupiers.

The HAG figures have now been received from the Scottish Government in relation to the properties that we ideally would like to dispose of and the Technical Services Director aims to have a report for Committee by the next meeting.

A Committee member raised a query in relation to the Academy site, it was asked if the lower building was for sale. The Technical Services Director commented that the lower building has been for sale since 2018, it was reported that over the past couple of weeks 2 incidents of fire raising have been reported, Fyne Homes have attended a meeting with the Police and Fire Brigade expressing concern over people accessing it. Going forward with the development of the upper site, the lower building will become a concern, we will continue to work alongside the Council and HIE with the plans for the lower building.

**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.

The Home Argyll information sharing and memorandum of understanding have now been approved by each Home Argyll partners and DPO<sup>3</sup>, which were previously circulated for Committees information and approval.

At a recent Home Argyll steering group, it was highlighted that on occasions there are legislative changes made between policy reviews which require a policy change to comply. It is proposed that these changes, which are mandatory, could be made by the Home Argyll steering group with the RSL's Boards notified after, Committees approval was sought to go ahead with the proposal.

The Scottish Police Association (SPA) have contacted the Association looking to secure a lease on Bute for housing, for relocating Police officers. A HMO<sup>4</sup> is not required and it would be a 2-bed property. The Housing Director is seeking Committees approval to identify and offer a property.

There are 6 homeless cases in Bute and the crash pads are being used extensively recently due to domestic violence, homelessness, and Ukrainian refugees. The Housing Director expressed her thanks to the committee for agreeing to the idea of the crash pads.

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<sup>1</sup> Scottish Housing Quality Standards

<sup>2</sup> Energy Efficiency Standard for Social Housing

<sup>3</sup> Data protection Officer

<sup>4</sup> Houses in multiple occupation

At a recent Community Council Meeting, Fyne Homes along with ACHA were mentioned in an issue over housing on the Island. A letter will be drafted alongside ACHA in response to put the correct narrative over and will include the allocations policy.

There are 2 Ukrainian families arriving in Bute today, they will be temporarily housed in the crash pads until a suitable permanent housing solution is found.

**Resolution**

The Committee agreed to the undernote recommendation

- Approved the Home Argyll ISP and MOU
- Approved the legislative changes to policies to be delegated to the Home Argyll Steering Group.
- Approved the Housing Team to identify and offer a suitable property to lease to SPA.

**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 YEAR<sup>5</sup>, development continues with the Committee pages.
- Work is under way gathering evidence for the Annual Assurance Statement, which is due to be submitted in October, the SMT<sup>6</sup> will initially review the statement, then A Jones and S McLeod will review the evidence before recommending acceptance to the Management Committee meeting in October.
- Preparation for the AGM, which is taking place on 21<sup>st</sup> September, is ongoing with the first mailing being sent out. Discussions are being held with the Discovery Centre to establish if it is possible to offer a virtual attendance.
- Preparations are underway for the Committee Strategy Day on the 1<sup>st</sup> September.
- A void module was added to Total Mobile which went live on the 30<sup>th</sup> June, with a scheme management module to follow. A total mobile demo will be arranged for the Housing Team to see if this could also benefit them in relation to estate management.
- Work is complete on all Year End Accounts, awaiting the auditors to finalise. Once received an Executive meeting will be held on the 14<sup>th</sup> September for approval before being presented at the AGM. The accounts will then be submitted to SHR and Lenders together with other required information by the end of September.
- Work will commence on the 2023/24 budgets, the Business Services Director commented that with the current cost of living crisis, a discussion should be held at the October meeting over what direction to take regarding the rent increases ahead of the budget approval in November.
- The tender for Insurance is due to go out, however due to the current market, the Business Services Director asked for Committees approval for an extension of 1 year with the current provider.

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<sup>5</sup> Your Employee Admin Record

<sup>6</sup> Senior Management Team

**Resolution**

The Committee agreed to an extension of 1 year with the current insurance provider.

**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

The new modern apprentice for Cowal started on the 13<sup>th</sup> July 2022.

With regards to the work force plan, the Technical Services Manager attended the staffing meeting in July to seek approval to develop proposals for an in-house painter work team. Feedback is awaited from TC Young and the VAT specialists, once received Committee will be provided with more information.

The Business Continuity Plan is being rolled out to staff and meetings have been arranged with the various departments via team meetings in September and early October.

The office will be opening to the public on the 29<sup>th</sup> August following the remodelling of the reception area, security procedures have been developed and staff have received training.

*Post-meeting note: Rothesay office re-opening postponed due to fault on the new door security system. The contractor will rectify as soon as parts are available. Then new re-opening date will be agreed.*

**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.06 Whistleblowing Policy*
- (ii) C.07 Governance Policy*
- (iii) C.31 Entitlements, Payments and Benefits Policy*
- (iv) HR.19 Recruitment and Selection Policy*
- (v) HR.35 Hybrid Working Policy*
- (vi) ICT Security Framework and Policies*

Committee approved the deferral of the undernoted policy until August

- (i) H.31 Void Management Policy – defer November 2022*
- (ii) M.01 Repairs and Maintenance – defer January 2023*

Regarding policy C.14 Committee Structure, Responsibilities and Delegated Authorities, which was approved at the last Management Committee meeting, the Housing Director sought the Committees approval to retrospectively go back and make a small amendment to the wording. The amendment would change the responsibilities under the Housing Director to allow authority for all legal grounds in relation to evictions and end of tenancies, currently it only specifies arrears.

**Resolution**

The Committee agreed to retrospectively amend the wording to the above policy

**11. Committee Report**

From the previously circulated report Committee agreed the following:

(i) *Secretary's Report*

- (a) *Membership Application No 892 was approved*
- (b) *Committee noted the Secretary will sign a letter confirming that the requirements of rules 62-67 have been met*
- (c) *Committee noted that R Henshelwood, S McLeod and P Wallace are due to stand down for re-election without nomination at this year's AGM*

(ii) *Committee Training*

The Strategy Day is being held on the 1<sup>st</sup> September and Committee training will be covered on the day.

**12. Notifiable Events**

*Internal & External Auditors Appointment – Ref 22601*

Communication has been received from the SHR closing off the external auditor's notification. A query was raised regarding the internal auditors, this was responded to in June and no further communication has been received to date.

**13. Minute of Health and Safety Committee Meeting 28<sup>th</sup> June 2022**

**14. Minute of Management Team Meeting 5<sup>th</sup> July 2022**

**15. Minute of Staffing Committee Meeting 28<sup>th</sup> July 2022**

The above minutes were circulated for information and noted.

On a proposal from P Wallace, seconded by S McLeod the minute of the Staffing Committee meeting was accepted as a true and accurate record of proceedings.

**19. A.O.C.B**

(i) **Appointment of Secretary**

Following the resignation of K Findlay from the Committee, the position of Secretary remains vacant. The Business Services Director noted that the auditors have confirmed that the Secretary's signature is needed on the accounts and is looking for a volunteer from the Committee to fill the position. After further discussion D Herriot volunteered to take on the role as Secretary.

(ii) **Gift Aid Distribution Update**

The CEO explained that with the distribution of the gift aid it would be beneficial to have a standing agenda item added to provide the Fyne Homes Committee with an update on how the gift aid money is being utilised from the other inter companies. This will also be added to the Fyne Energy Board meeting agenda going forward.

15. Date of Next Meeting

There was no further business and the meeting was closed at 17.20 pm.

The next Management Committee meeting is scheduled for **Wednesday 5<sup>th</sup> October 2022**

Chair.....

Date.....