

FYNE HOMES LTD

**Minute of Management Committee
Held at 11 Victoria Street, Rothesay and by TEAMS VC
Wednesday 5th July 2023 at 4.00pm**

Present: - D Herriot P Lingard
 A Jones D Philand (Co-optee)
 J McMillan P Wallace
 S McLeod

In Attendance: - I MacPhail, Chief Executive
 J McAlister, Technical Services Director
 S Cole, Business Services Director
 T Robertson, Housing Services Director
 L Haemmerle, HR Director
 F Ewing, Directors Admin Assistant
 E MacCallum, Corporate Manager, Minute Taker

Apologies: - T Harrison, R Henshelwood, M Lang

1. Apologies for Absence

Apologies were intimated as above.

2. Declarations of Interest

There were no declarations of interest made.

3. AOCB pre-notifications

There were two pre notifications:

(i) Maintenance of Office and Boardroom

4. Minute of Management Committee Meeting held on 31st May 2023

On a proposal from D Herriot, seconded by P Lingard, the above minutes were 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.

ii) Rolling Action Points

Action 2324-14 - The Housing Director reported that the breakdown of financial gains will be incorporated into the quarterly reports which will be presented at next month's meeting, this action can now be closed off.

5. Annual Return on the Charter 2022-23 Update

The CEO reported that following the ARC validation exercise, conducted by SHN Associate C Dougan, there were some of the figures which have been re-stated to the SHR. A Committee member queried whether there were any significant changes, the CEO responded that there were no significant changes and that the amended ARC report would be re-run and circulated to Committee for the next meeting. The Housing Director commented that she would circulate the email sent to the regulator which illustrates the original and revised figures.

ACTION

The re-stated ARC report to be re-run for Committee and the email sent to the SHR stating the original and revised figures to be circulated to Committee.

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.

- *Inveraray*

An architect and employer agent have been appointed and scheme design is now progressing towards a planning application. Site investigation work has been instructed and budget quotes are being sought for utility connections. The Scottish Government has been informed of the intended timescales.

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

Funding approval and planning consent are now in place, a pre-start meeting will take place on 11th July with a full site start programmed for 31st July 2023.

- *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. Following Committee's approval CP Architects have been appointed to undertake a capacity layout for the site. Following a meeting with CP Architects on site they are now preparing a capacity layout for review.

- *Rothesay Academy Upper Site*

The Technical Services Director reported that architects have now been appointed to take forward the masterplan layout for the upper and lower site. Fyne homes will continue discussions with A&BC as they progress with the proposals to progress their site.

- *Ballochgoy Plots (8 units)*

Following the Scottish Government and A&BC¹ confirming their support for the proposal to progress the development opportunity at Ballochgoy, a detailed site investigation was undertaken in May 2023 and the tender notice for the modular contractor selection was published in June 2023 with a deadline for tender returns on 28th July 2023.

- *Dunoon – Potential Site*

A previously reported a potential site has been identified in Dunoon which could include a mixed tenure development. The Technical Services Director explained that a private

¹ Argyll and Bute Council

developer is reviewing the development opportunity and will approach Fyne Homes if they consider it to be viable. Fyne Homes will further assess the housing need in the area before considering any appointments or seeking inclusion of the project in the SHIP².

Resolution

The Committee noted the contents of the report.

ii) Capital Investment Report

The Technical Services Director highlighted that the previously circulated report detailed the capital investment contracts that are being carried out during the 2023/24 financial year, following prior approval from Committee for a specified amount of the Fyne Energy gift aid monies to be utilised for an uplift of funds for capital works.

iii) Asset Management Update

It was noted that the property at Foley Park is now on the market however there have been no reports of interest so far.

iv) Stage 3 Adaptations Satisfaction Surveys

From a previously circulated report by the Corporate Manager the Committee note the contents of the report.

v) Additional Report for Technical Services Manager

This agenda item is subject to a separate confidential minute.

7. Housing Management Report

(i) Department Update

A report was previously circulated to update Committee on the progress of various issues or activities within the Housing Service Team.

Applications and Allocations

Current active applications on the waiting list stand at 3440 as of the 26th June 2023 of these 2377 have housing need points. Homeless demand remains high across Argyll and Bute.

The Housing Director reported that Argyll and Bute Council have declared a housing emergency, the members of the Council's Economic Development and Infrastructure Committee agreed to take immediate action to address the housing issues. The executive summary paper and associated paper which went to the meeting and the decisions agreed were previously circulated to Committee.

Following on from the last meeting where Committee were advised that the Home Argyll partners were meeting to discuss the results of the Home Argyll allocations consultations paper, the Housing Director noted that the results were detailed in the previous circulated report. The partners agreed that they would request and recommend their Committees approve the changes detailed in proposals 1 & 2, which were previously circulated to Committee.

A Committee member queried whether these changes would be permanent, the Housing Director responded that they would be permanent however they can be reviewed at any

² Strategic Housing Investment Plan

point. The Housing Director recommends that the Committee approval the two Home Argyll policy changes.

Resolution

After further detailed discussions the Committee approved the two Home Argyll policy changes with the caveat that feedback is given of the statistics and improvements.

Void and Arrears

As previously reported, some of the Arc figures had to be restated, this includes some of the void and arrears figures.

Welfare Reform

It was highlighted that the Fyne Homes welfare service financial gains for Q1 were just over £123k for the months of April and May, the previously circulated report highlighted some success examples and the number of cases each month. The Housing Director reported that the financial gains for June were £61k.

Tenant Participation

Fyne Homes is in partnership with The Dolly Parton Imagination Library, details of the initiative were advertised in the newsletter and social media for tenants. This has also been covered by the local press, SHN³ and the SFHA⁴.

The Tenant Participation Officer, along with the Housing Officer and Housing Admin Officer visited Gigha to look at estate management and ways of collaborative working. Following the visit, it is hoped that a scrutiny group can be formed.

Resolution

The Committee noted the contents of the Housing Report.

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 continues on the development of the newly created Committee pages on YEAR⁵ once permission for the screens have been completed, consideration will be given for rolling out to Committee.
- A GDPR training session took place on the 22nd of June at the staff day conducted by the DPO, and a Committee session will be arranged for a future date.
- Following a successful interview process K McMillan-Jamieson started as the new afternoon Receptionist on the 26th June.
- Work has commenced on the Annual Assurance Statement which must be submitted to the Regulator by the end of October.
- Within IT, the latest Capita upgrade to the Open Housing system is now complete with no major problems encountered.

³ Scottish Housing Network

⁴ Scottish Federation Housing Associations

⁵ Your Employee Admin Record

- Work on the new website is progressing well, work is being done internally alongside Kiswebs.
- The auto-attendant to support call handling went live in June, there were a few snagging issues which have now been resolved.
- The document management solution is underway with a statement of works provisionally agreed. The new copiers are now connected to the papercut system, in which staff must log into the printer with their ID badge to release print jobs.
- Fyne Homes Quarterly Accounts are being worked on and need to be submitted to the auditors/banks by end of July 2023. Following completion, the subsidiary accounts will ensue.
- Work has taken place on the Year End Accounts with Audits for all companies taking place.
- The 5-year projections and Annual Portfolio return were submitted to the SHR on the 31st May.
- Work is continuing with FMD on updating the 30-year projections.
- A meeting has taken place with RBS to revisit the Covenant calculation due to the Fyne Energy Gift Aid, a new calculation is currently being worked on.
- An internal audit on Asset Management was carried out at the end of June and a draft report is awaited.

Resolution

The Committee noted the contents of the report.

9. Human Resources Report

A report prepared by the HR Director was previously circulated for Committee's information. Some of the Key points were highlighted below.

The HR Director reported that due to maternity leave within the Housing department an expression of interest was circulated for the secondment of a Housing Officer role. Following an interview process which took place today a successful candidate has been appointed.

Sickness remains low with 3 cases of long-term absence currently. A Committee member queried how Fyne Homes deals with mental health issues among staff. The HR Director responded that there are a variety of resources in place to help support mental health issues. She went on to explain that a pro-active approach is taken with staff members to any issues that may arise; day one intervention takes place, one to one discussion with the staff member and all staff have access to a counselling service. It was also highlighted that some staff members have sign up for a mental health course where they receive a qualification, this is open to all staff. The HR Director highlighted that following the staff surveys this has highlighted the need for more awareness around this. The Committee member commented that they were impressed with the level of support that was offered and Fyne Homes approach to mental health.

Resolution

The Committee noted the contents of the report.

10. Policy Reviews/Deferrals

Resolution

(a) *Committee approved the undernoted policies:*

- (i) *C.18 Anti-fraud, Bribery and Corruption Policy Plan*
- (ii) *F.04 Variance Investigation*
- (iii) *M.11 Procurement Policy*

11. Committee Update

- (i) *Volunteer to review the Annual Assurance Statement*

The Corporate Manager explained that the Annual 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 Annual Assurance Statement.

Following on from S Eglinton's presentation of the Committee appraisals before the meeting, the Corporate Manager sought the Committee feedback on whether the bite sized training session were beneficial and if they wish to proceed with them. The Committee all felt that these were beneficial, the Corporate Manager will draw up a training timetable for the rest of the year based off the review report.

ACTION

The Corporate Manager to produce a training timetable for the rest of the year.

12. Subsidiary Update Report

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

Fyne Energy

From a previously circulated report the Committee noted the contents and the current income.

Gift Aid Recipients

From a previously circulated report the Committee noted the gift aid sum being paid to each entity.

Fyne Futures - Payment for 2022-23 financial year was made on 31st March 2023. Work has taken place on the preparation of a grant application for potential capital funds for a proposed training centre at Ashfield. The General Manager alongside the HR Director have been working on producing a job description for a Head Gardener role.

Glenbarr Community Group - Payment for 2022-23 financial year was made on 31st March 2023. A development officer has now started with the Glenbarr Community Group and Fyne Homes CEO attended the meeting in June to discuss the preferred method of reporting on the turbine performance.

Fyne Homes - Payment for the financial year 2022-23 will be made within the next few months, this differs from the deadline of 31st March the other recipients face as Fyne Homes is the parent of Fyne Energy. The utilising of these funds was approved by the Committee at the last meeting.

13. Notifiable Events

Ref No: 310523

There was no further update to report at this time.

14. Potential Acquisition of New Stock Update

The CEO updated Committee with the progress and discussions that have taken place since the last meeting.

- 15. Minute of Fyne Energy Board Meeting 25th May 2023**
- 16. Minute of Fyne Initiative Board Meeting 25th May 2023**
- 17. Minute of Fyne Futures Board Meeting 25th May 2023**
- 18. Minute of Management team Meeting 23rd May 2023**
- 19. SFHA Updated Self-Assurance Toolkit Guidance June 2023**

The above minutes were circulated for information and noted.

20. A.O.C.B

(ii) Maintenance of Office and Boardroom Bute

A Committee member raised concerns over the maintenance of the boardroom and office. It was noted that tiles have fallen off the front of the boardroom building and the Fyne Homes office needs painting especially the outside. It was also pointed out that the wall hangings to help with the sound still haven't been installed in the boardroom, which make it harder for hearing aid users. The Technical Services Director will investigate getting pictures of recent developments made up for the wall. The Corporate Manager suggested getting a hearing aid loop fitted in the boardroom to help with hearing aid users.

ACTION

The Corporate Manager to liaise with IT regarding the installation of a hearing aid loop. The Technical Services Director to organise development pictures to be hung in the Boardroom.

24. Date of Next Meeting

There was no further business and the meeting was closed at 17.40pm.

The next Management Committee meeting is scheduled for **Wednesday 5th July 2023**

Chair.....

Date.....