

FYNE HOMES LTD

**Minute of Management Committee Meeting  
Held at 11 Victoria Street, Rothesay and by Teams VC on  
Wednesday 4<sup>th</sup> October 2023 at 4pm**

**Present:**                    S MacLeod                    A Jones  
                                      J McMillan                    R Henshelwood  
                                      M Lang (Teams)              P Cartwright  
                                      P Wallace                    D Herriot

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

**Apologies:**                T Harrison, D Philand and L Haemmerle

**1.     Apologies for Absence**

Apologies were intimated as above.

**2.     Declaration of Interest**

R Henshelwood declared an interest in agenda item 6(iv), it was proposed that this item would be taken at the end of the meeting, R Henshelwood would remain in the meeting until this time.

**3.     AOCB Pre Notifications**

There was one pre notification.

**4.     Election of Office Bearers**

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

*a) Chair*

On a proposal from J McMillan, seconded by M Lang and there being no other nominations, **S MacLeod** was elected as Chairperson.

*b) Vice Chair*

On a proposal from J McMillan, seconded by S MacLeod and there being no other nominations, **D Herriot** was elected as Vice Chairperson

*c) Secretary*

On a proposal from S MacLeod, seconded by D Herriot and there being no other nominations, **A Jones** was elected as Secretary.

*d) Nomination of members to Sub-Committees/Subsidiaries.*

It was noted that the incumbent members are re-elected unless any Committee Member wishes to stand down or be elected to a different Committee.

- **Audit Committee**

T Harrison, A Jones, and J McMillan.

On a proposal from S MacLeod, seconded by J McMillan, **P Cartwright** was elected to the Audit Committee. With one place remaining on a proposal from S Macleod, seconded by D Herriot, **R Henshelwood** was elected to the Audit Committee.

- **Staffing Committee**

J McMillan, S MacLeod, R Henshelwood and P Wallace.

One place remains vacant on the Staffing Committee, and the Corporate Manager will follow up with the absent members to gauge interest.

#### **POST MEETING NOTE**

Following conversations with the Committee members not present, D Philand nominated himself to join the Staffing Committee.

- **Executive Committee**

The Executive Committee comprises of office bearers and sub-conveners/spokesperson, these members are automatically elected.

S MacLeod (Chair), D Herriot (Vice Chair), A Jones (Secretary), M Lang (Mid-Argyll and Campbeltown Spokesperson), P Wallace was elected as (Bute & Cowal Spokesperson).

It was noted that the conveners of the sub committees would be nominated on the first meeting following the AGM.

- **William Woodhouse Strain**

D Herriot, J McMillan, and P Wallace.

On a proposal from D Herriot, seconded by S Macleod and there being no other nominations, **R Henshelwood** was elected to the William Woodhouse Strain Committee.

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

**Subsidiary Boards**

3497

- **Fyne Futures**

T Harrison, D Herriot, R Henshelwood along with R Reid and L Sharpe as Independents and I MacPhail as Secretary.

J McMillan and A Jones both put themselves forward for election and on a proposal from R Henshelwood, seconded by D Herriot, **J McMillan** and **A Jones** were elected to the Fyne Futures Board.

Following the last Fyne Futures Board meeting where the Board had set an action to investigate the maximum number of independent members allowed to serve on the Board. The memorandum of Association of Fyne Futures doesn't specifically define a maximum number only stating that "*the number of Directors shall be not less than five and shall not be more than fifteen each of whom shall be appointed in writing by the Parent Association*". The Scottish Housing Regulator (SHR) guidance recommends that the subsidiary board should include independent members, however there is no direction as to numbers and ultimately it will be for the Fyne Homes Management Committee to determine the appropriate numbers.

A discussion took place regarding the split of numbers and it was agreed that the parent company (Fyne Homes) should have the majority of members. The Corporate Manager will consult with the lawyers and liaise on getting this changed within the constitution. This will be presented back to the Management Committee meeting for authorisation.

**ACTION**

**Corporate Manager to consult with lawyers on changing the terms in the memorandum of association of Fyne Futures regarding the number of independent members on the Board.**

- **Fyne Initiatives**

T Harrison, D Herriot, J McMillan, B Reid as an independent and I MacPhail as Secretary.

- **Fyne Energy**

T Harrison, I Macleod, A Clark, C Renfrew and I MacPhail as independent members.

- **Health & Safety Committee**

It was noted that a Committee Member isn't required, however previously a representative has sat on the committee and it would be beneficial to have input from a committee member. J McMillan expressed an interest in joining, D Herriot proposed the nomination, it was seconded by S MacLeod and **J McMillan** was elected on the Health and Safety Committee.

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

5. **Minutes of Management Committee Meeting held on 23<sup>rd</sup> August 2023 and Minute of Extraordinary Management Committee Meeting held on 8<sup>th</sup> August 2023**

On a proposal from M Lang, seconded by J McMillan the minutes from the 23<sup>rd</sup> of August were accepted as a true and accurate record of the proceedings.

On a proposal from D Herriot, seconded by J McMillan the minutes from the 8<sup>th</sup> August 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) Rollings Actions Points***

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

- **Action 2324-18** – regarding arranging a date for a strategy, the Corporate Manager noted that a suitable date is provisionally booked and contact was being made with the speaker, once confirmed a diary invitation will be sent.

6. **Technical Services Update**

***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 (16 units)***

An architect and employer agent have been appointed and scheme design is now progressing towards a planning application. The Scottish Government has been informed of the intended timescales.

- ***Baddens, Riverside Drive (6units)***

A site start was achieved on 4<sup>th</sup> September 2023 with completion expected in July 2024. A site start photo opportunity was held with representatives from Fyne Homes and MacLeod Construction, this was featured in local press and on the Scottish Housing Network's website.

- ***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. The appointed architects have undertaken a capacity layout for the site and following discussions an updated capacity plan is being produced.

- *Rothesay Academy Upper Site*

The Technical Services Director noted that the architects appointed to carry out the masterplan layout for both the upper and lower site had completed a first draft which was previously circulated for Committee's information. It was suggested that a discussion meeting be held with the architects to engage with the Housing Services Team, Technical Services Team, and Committee to discuss the various options.

- *Ballochgoy*

A design meeting took place with the modular design company and engineer, the potential start date is June 2024 with a completion date in December 2024. A site visit will be arranged for staff and Committee to visit the factory and see the production process.

- *Dunoon – Potential site*

The Technical Services Director explained that there has been no further update since the last meeting.

**ii) Capital Investment Report**

From a previously circulated report the Committee noted the contents of the capital investment contracts.

**iii) Asset Management Update**

It was noted that an approach had been made by an owner regarding the buyback scheme for a 2-bed house in Campbeltown. This will be investigated and Committee will be kept up to date.

**iv) Update on additional report from Technical Services Manager**

This item is subject to a confidential minute.

**Resolution**

*The Committee noted the contents of the Technical Services Reports.*

**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.

*Application and Allocations*

Current active applications on the waiting list stand at 3430 as of the 21<sup>st</sup> September 2023 of these 2342 have housing need points.

It was noted that the Home Argyll allocations consultation paper was presented to Argyll & Bute Council on the 28<sup>th</sup> of September for approval, the outcome of which is still awaited, the Housing Director will provide an update at the next meeting.

*Void and Arrears*

Void at the end of August were sitting at 33.07 days excluding exemptions which is above the target of 28days.

Gross combined arrears are 1.56% at the end of August against a target of 2.5%

*Welfare Reform*

The previously circulated report highlighted some success examples and the number of new cases each month. The Housing Director reported that the welfare service financial gains for September were £76.5K.

*Tenant Participation*

The Dolly Parton Imagination Library partnership has been launched and to date 14 children has signed up, promotion for this initiative will continue.

A consultation on a new Domestic Abuse policy is underway, the outcomes of which will be available in early November.

A consultation took place in August regarding the Annual Performance Report, no negative feedback was received and the existing format will remain.

**Resolution**

*The Committee noted the contents of the 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**

- Permissions on YEAR<sup>1</sup> for the Committee pages have now been finalised. This can now be rolled out to Committee and a training session will be scheduled in due course.
- Regular meetings with the DPO continue, discussion at the last meeting took place around carrying out a data protection compliance audit over the next few months.
- Two representatives of the Management Committee met with the SMT to review the evidence bank that forms the Assurance Statement. The statement and report will be presented later in the meeting for Committee's approval.
- The AGM took place on the 20<sup>th</sup> of September in the Discovery Centre and by ZOOM webinar.
- Work has recommenced on the website refresh; the proposed home page is attached for approval along with a proposed new logo which has been refreshed to reflect a more contemporary feel but retains the feel of the Fyne Homes branding. Mock-up's have also been created to illustrate the potential changes to the subsidiary logos.
- The Docuware statement of works has now been signed off, with installation set to begin on the 24<sup>th</sup> October.
- Work is underway compiling the Annual Report and autumn newsletter.
- All Year End Audits are complete and the accounts have been approved, signed, and submitted to all lenders, these have also been submitted to

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<sup>1</sup> Your Employment Admin Record

Companies House and the Scottish Housing Regulator along with the Annual Finance Statement.

- Work has commenced on the 2024/25 budgets alongside a review of the service charges income and expenditure.
- Work is underway on the quarterly accounts for Fyne Homes and subsidiary companies.
- Following advice from the external auditors a review of the management fee charge for Fyne Energy and Fyne Futures was undertaken as part of the Year End Audit.
- It was noted that the current Internal Auditors, TIAA, have been in place for 3 years, the guidance states that the Association should go out to tender every 3-5 years. The Business Services Director sought Committee's approval to extend TIAA for a further year.

### **Resolution**

*After further discussion the Committee agreed the following:*

- *The home page design for the website refresh.*
- *The Fyne Homes logo refresh design and the subsidiary company's logo refresh design.*
- *The internal auditors, TIAA, to be extended for a further year.*

## **9. Human Resources Report**

In the HR Directors absence, the CEO gave the Committee a verbal update on the pension review consultation process that is currently being undertaken.

## **10. Assurance Statement Report 2023**

From a previously circulated report the Corporate Manager noted that two Committee representatives, S MacLeod, and A Jones, reviewed and validated the evidence that was compiled to form the Assurance Statement. It was highlighted that one area of non-compliance has been recorded in the Assurance Statement, in respect of EICR<sup>2</sup>'s which were not completed by 31<sup>st</sup> March 2023. An action plan will be compiled and will be submitted to the Regulator alongside the Statement.

### **Resolution**

*The Committee delegated authority to the Chair to sign off the Assurance Statement for upload to the SHR website by the deadline of 31<sup>st</sup> of October.*

## **11. 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.

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<sup>2</sup> Electrical Installation Condition Report

*Fyne Energy*

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

*Gift Aid Recipients Update*

**Fyne Futures** - Following a two-stage interview process a successful candidate has been appointed as the Head of Horticulture and Training for Bute Produce and will be starting on the 6<sup>th</sup> of November.

**Glenbarr Community Group** - I MacLeod, a resident from Glenbarr, was appointed as a Director of Fyne Energy on the 4<sup>th</sup> September. It was reported that a “brew and blether” event was held in the re-opened cafe, with a focus on light touch social inclusion.

**Fyne Homes** - Payment for the financial year 2022-23 will be made within the next few months, this differs from the deadline of 31<sup>st</sup> 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 a previous meeting.

**12. Policy Review/Deferrals**

**Resolution**

(a) Committee approved the undernote policies:

- (i) *F.03 Treasury Management*
- (ii) *H.26 Shared Ownership Housing Allocations Policy*

(b) Committee deferred the undernote policies:

- (i) *HR.15 Lone Working*
- (ii) *HR.26 Corporate Social Media Policy*
- (iii) *M.12 Common Factoring Policy*
- (iv) *M.05 Rechargeable Repairs*

**13. Committee Update Reports**

The Corporate Manager noted that a training session would be scheduled to roll out the Committee access to YEAR. Following the Code of Conduct training and new Office Bearers being elected, the Corporate Manager will send out the Whistle blowing policy, Committee structure responsibilities and delegated authorities' policy and Standing Orders policy along with the Code of Conduct documents.

**14. Notifiable Events**

Ref No: 310523

There was no further update to report currently.



15. Potential Stock Update

3503

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

- 16. **Minute of Fyne Energy Board Meeting 31<sup>st</sup> August 2023**
- 17. **Minute of Fyne Initiatives Board Meeting 31<sup>st</sup> August 2023**
- 18. **Minute of Fyne Futures Board Meeting 31<sup>st</sup> August 2023**
- 19. **Minute of Management Team Meeting held 15<sup>th</sup> August 2023**
- 20. **Minute of Staffing Meeting held 27<sup>th</sup> July 2023**

The above minutes were circulated for information and noted. Regarding the Staffing minute on a proposal from R Henshelwood, seconded by J McMillan the minutes were accepted as a true and accurate record of proceedings.

21. AOCB

*Staff Christmas Lunch*

Committee noted the Christmas Lunch is being held on Friday 15<sup>th</sup> December and approved the proposed budget from the Business Services Director.

17.40 - R Henshelwood left the meeting at this point.

Agenda item 06(iv) was discussed and is subject to a confidential minute.

22. Date of Next Meeting: Wednesday 22<sup>nd</sup> November 2023

With there being no further business, the meeting closed at 6pm

Signed.....

Date.....