

ATRIUM HOMES

Minutes of Meeting of the Board held on Tuesday 30 March 2021 at 5.30pm Via ZOOM

Present: Joe Keen, Graham Piggott, Jim O'Neill, Ken Stewart, Marie Coyle, David Sherlock, Alistair Reid, Carolyn Hope, Steven Fraser, Ken Tudhope and Keith Henderson.

Attending: Stephen Black, Chief Executive; Celia Taylor, Director of Investment; Joyce McCroskie, Director of Operations; Valerie Wilson Head of Finance & Corporate Services

Chair: Joe Keen

The Chair opened the meeting asking everyone to confirm that they had read and understood the papers, which had been circulated via Dropbox the week prior to the meeting.

Confirmed

The Chair introduced Keith Henderson and welcomed him to the Board.

	Declarations of Interest
	There were no declarations of interest.
1	Apologies None
2	Minutes of Previous Meeting
2.1	Minutes of the Board Meeting on 23 February 2021 – The minutes (previously circulated) of the meeting of the Board held on 23 February were submitted for approval. The following amendments were identified: Item 6 – typographical error Subject to this change, the minutes were approved for publication. <i><u>Approved for publication</u></i>
3	Matters Arising
3.1	Board noted the position with actions points from previous Board meetings. It was also noted that the Flexible Working Policy reference could be removed as the work was complete. <i><u>Noted</u></i>
3.2	Compliance Report Board noted that Atrium was up to date with compliance requirements. <i><u>Noted</u></i>
4	Draft Budget 2021/22
4.1	The HoFCS went through the draft budget for the coming year, highlighting that it remained similar to that presented at the end of February due to ongoing uncertainties, linked to Covid delays. The HoFCS went through the key assumptions in the budget at this stage, indicating that because of uncertainties it was likely that further versions would be presented in the course of the next couple of meetings.

	<p>A question was raised regarding the extent of available support for growth through off-the-shelf purchases. Staff clarified that we were working on the assumption that Scottish Government grant would be available for up to five such purchases in the coming year, with the potential for additional support, if targets were met.</p> <p>A further question was raised regarding whether funders are seeking repricing as part of other discussions. The HoFCS indicated that we were aware that this approach could be adopted in some instances.</p> <p style="text-align: right;"><u>Approved</u></p>
5	Draft Internal Management Plan 2021-22
5.1	<p>Board considered the draft Internal Management Plan 2021-22 (IMP).</p> <p>The Chief Executive outlined that the IMP continued the same direction of travel as set out in the current Business Plan, with an emphasis on the four principles of Taking Care of our Customers; Taking Care of our Properties; Taking Care of our Communities and Taking Care of the Business. Key tasks were identified with these principles in mind, although it was noted again that significant uncertainties existed around when service delivery would get back to normal and that this could impact on some outcomes.</p> <p>Within the next couple of months, Board will have the opportunity to review our business plan and its objectives, but for now the tasks outlined were those required to keep the organisation moving forward.</p> <p>The IMP also picked up recommendations from the first two major Internal Audit reviews on Governance and Risk Management and incorporated specific actions relating to them. The current Risk Register was omitted from the IMP pending review, but at Board's request will be included.</p> <p>One major task, which should not be underestimated, was that relating to the setting up and implementation of the new Void and Reactive Repairs contract.</p> <p>After deliberation, Board supported the principles identified in the IMP and approved the key tasks.</p> <p style="text-align: right;"><u>Approved</u></p>
6	Business Plan Review
6.1	<p>Board considered a report outlining the outcomes of the recent procurement exercise to appoint consultants to assist with a review of the Business Plan and as part of that to facilitate a Board Away Day.</p> <p>The report confirmed that, following an assessment balancing quality and price (80%/20%), Arneil Johnston is the preferred tenderer, providing the most economically advantageous tender (MEAT).</p> <p>Board questioned the timeframe for the work and were advised that we were aiming to complete the work by the end of June, on the basis that it was not a completely new exercise but would be building on the current plan, which focussed on HFF21CLS works. A major discussion point would be around future growth, and on what basis it could take place</p> <p>Board approved the appointment of Arneil Johnston for this exercise and remitted co-ordination of the Away day to staff.</p> <p style="text-align: right;"><u>Approved</u></p>
7	Membership Applications
7.1	<p>Board approved a number of membership applications made via the Tenant Portal. Details will be placed into the Register of Members and confirmations issued to individual applicants.</p> <p>Discussion turned to how we could build on this wave of interest coming through tenant</p>

	Portal applications to improve customer engagement. It was noted that we already offered a range of methods for customers to engage but staff would give further consideration to member engagement. <i><u>Approved</u></i>
8	AOCB
8.1	Return to Office Working: Board queried when staff might expect to be back in the office environment. It was clarified that the next significant step out of Covid restrictions was not expected before 26 April and Exec Team proposed to re-evaluate matters then. At this stage, we anticipated that whilst work inside occupied properties could start then, it could be mid-May before attendance at the office took place. However, we were still likely to be many months away from a return to office working as it was pre-March 2020.
9	Date of Next Meeting
	The next meeting will take place on Tuesday 27 April 2021 at 5.30pm

Chair:

Date: