

## ATRIUM HOMES

### DRAFT Minutes of Meeting of the Board held on Tuesday 22 February 2022

At 5:30 p.m. via Zoom

**Present:** Alistair Reid, Marie Coyle, Ken Stewart, David Sherlock, Carolyn Hope, Julie Templeton

**Attending:** Joyce McCroskie, Director of Operations (DoO), Celia Taylor, Director of Investment (DoI), Valerie Wilson, Director of Finance & Corporate Services (DoFCS), Shannon Watson, Chief Executive (CX)

**Chair:** Alistair Reid

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*

Item	
<b>1</b>	<b>Apologies</b>
	Joe Keen, Ken Tudhope
<b>2</b>	<b>Declarations of Interest</b>
	Staff present declared an interest in item 6.c which was deferred until the end of the meeting
<b>3</b>	<b>Minutes of Meeting 25 January 2022</b>
	The minutes (previously circulated) of the meeting of the Board held on 25 January 2022 were approved with no amendments. <i>Approved for publication</i>
<b>4</b>	<b>Matters Arising</b>
<b>4.a</b>	Board noted the position with regards to action points from previous Board meetings and that all actions had been completed. <i>Noted</i>
<b>4.b</b>	<b>Governance Compliance Matrix</b> Board noted that Atrium was up to date with all compliance requirements. <i>Noted</i>
<b>5</b>	<b>Business Plan and IMP Review 2021/22</b>
	<p>The updates given on the Business Plan and IMP Action Plans were discussed and noted.</p> <p>Discussion took place on Board recruitment and CX noted that the proposed date for recruitment of March 2022 had been omitted from the IMP action plan update.</p> <p>Board members were keen that as wide a selection of channels as possible be considered for recruitment of Board members. These included local business contacts, local council offices, local accountancy firms or business networks and possibly colleges.</p> <p>CX noted that a new format of paper had been provided to the Board for their consideration. Board members noted that they were in favour of the matrices which clearly demonstrated the governance and regulatory requirements being met by the matters addressed in each paper under consideration, as well as the RAG colour coding used for the action plan updates. CX noted that changes to the papers would be a process for refinement over the coming months.</p> <p><i>Noted</i></p>

<b>6</b>	<b>Finance, Audit &amp; Staffing ("FASSC") Report</b>
<b>6.a</b>	<p>Board noted the minutes of the meeting of the sub-committee on 14 February 2022 and that negotiations with lenders were progressing well. FASSC approved going back to two lenders to advance negotiations; the final decision on borrowings will need Board approval (expected late May, with finalisation of the legal agreements likely in the Autumn).</p> <p>DoFCS is also looking to fix additional loans; the fixed ratio will likely be more than 25% once changes made but FASSC has discussed the fact that the current economic climate indicates that it is good to fix as much as we can before interest rates rise substantially.</p> <p style="text-align: right;"><i>Noted</i></p> <p>Board noted the draft budget for 2022/23 which will be finalised in March 2022.</p> <p style="text-align: right;"><i>Noted</i></p>
<b>6.b</b>	Discussion on item 6.c was deferred until the end of the meeting when staff attendees had left the meeting.
<b>6.c</b>	Board noted the position with regards to the detailed review of the organisation's Risk Management Strategy and Policy, and the compilation of the strategic risk register which has been undertaken by the Director of Finance & Corporate Services and reviewed at the FASSC meeting on 14 February 2022. Board will have the opportunity to review this register in detail at its meeting in March 2022.
<b>6.d</b>	<i>Noted</i>
<b>6.e</b>	<p>Board noted the internal audit reports which had been presented to FASSC on 14 February 2022 and the agreed actions arising from the internal auditors' recommendations made.</p> <p style="text-align: right;"><i>Noted</i></p> <p>Approval was given by the Board to progress the offer of a grazing let to the farmer who had let the field last year, as recommended by FASSC.</p> <p style="text-align: right;"><i>Approved</i></p>
<b>AOB</b>	
<b>7</b>	<b>Operations Report</b>
	<p>Board noted the summary of the meeting on 10 February 2022 and the performance reported.</p> <p>It was noted that the conversion of the Busbie gardens common area and lounge is now complete and a tenant in place. Board noted that the new tenancy sustainment policy is a good move to protect the interests of tenants. It was also noted that arrears levels have remained very good in difficult circumstances, being 2.64% of rent due.</p> <p style="text-align: right;"><i>Noted</i></p>
<b>8</b>	<b>Investment Report</b>
	<p>Board noted the summary of the meeting on 9 February 2022 and the contract awards and performance reported.</p> <p>DoI noted of the Allanvale contract that there are no further updates to give subsequent to the meeting on 9 February. The Investment team is working with the HFF21CLS contractor to try and make up lost time due to Covid etc where possible.</p> <p style="text-align: right;"><i>Noted</i></p>
<b>9</b>	<b>Policy Reviews</b>
	Board noted the update on new and amended policies approved by the relevant Sub-Committees. The Chair noted that all Board members have access to the detail of the policies within the sub-committee papers made available via DropBox should they not be on that committee but wish to review the detail. New and updated policies approved by the relevant sub-committees were endorsed by Board:

	<ul style="list-style-type: none"> <li>• Health &amp; Safety: Landlord Responsibilities</li> <li>• Compliance with CDM Regulations Policy</li> <li>• Procurement Policy</li> <li>• Tenancy Sustainment Policy</li> </ul> <p style="text-align: right;"><i>Endorsed</i></p>
<b>10</b>	<b>Minutes of the Atrium Initiatives Board 7 December 2021</b>
	<p>The minutes of the meeting held on 7 December 2021 were noted.</p> <p style="text-align: right;"><i>Noted</i></p>
<b>11</b>	<b>Health &amp; Safety</b>
	<p>A brief discussion was held regarding the potential for the office to start to open more fully to customers over the coming months after the publication of the Scottish Government's Strategic Framework; CX noted that the senior management team would be discussing this and would let Board members know by email what decisions are made.</p> <p style="text-align: right;"><i>Noted</i></p>
<b>12</b>	<b>Applications for Membership</b>
	<p>Four applications for membership were put to the meeting and the Board approved all of these.</p> <p style="text-align: right;"><i>Approved</i></p>
<b>13</b>	<b>Any Other Competent Business</b>
<b>13.1</b>	<p>DoO noted that the points system for setting new rents on properties required to be updated and asked for Board approval for these points to be inflated based on the agreed rent increase percentage advised to tenants for 2022/23; this will result in an updated point amount of £43.01.</p> <p style="text-align: right;"><i>Approved</i></p>
<b>13.2</b>	<p>CX addressed a question regarding the Phase 2 of East Ayrshire Council's place based funding which had now opened for applications.</p> <p>CX advised that staff had considered the funding available and deadline for application and did not believe that the organisation could formulate a suitable project within the timescale available.</p> <p>Board discussed the funding, community projects and future focus of the organisation. Following considerable debate, Board agreed that the focus of the organisation should remain delivery of the HFF21CLS investment programme as detailed in the current Business Plan.</p> <p>The CX will obtain more information on the funding scheme and consider projects for future rounds.</p> <p style="text-align: right;"><i>Noted</i></p>
<b>6.c</b>	<p><b>Annual Cost of Living Increases Review 2022/23</b></p> <p>Prior to leaving the meeting DoFCS provided a verbal update to the paper which had been tabled at the FASSC on 14 February 2022. This included additional scenarios and costings requested by FASSC and an update on the levels of increase being considered across the sector.</p> <p><i>Staff in attendance left the meeting shortly after 6:00 p.m.</i></p> <p>The Board then had a detailed discussion on this topic and the outcome of that was:</p> <ul style="list-style-type: none"> <li>• Board considers that Atrium should be matching any agreement reached by EVH up to a cap of 3% (e.g. if EVH is 2.5% so is Atrium; if EVH is 3.5% Atrium agrees 3%);</li> </ul>

	<ul style="list-style-type: none"> <li>• Board is keen not to agree a pay increase that is significantly above our peers, and don't believe matching inflation is possible particularly given the ongoing focus on achieving HFF21CL in as short a timescale as possible;</li> <li>• In addition, Board asked that senior management undertake a review to ensure that pay for less senior roles is appropriate, with a detailed benchmarking exercise being considered in 2022/23.</li> </ul> <p style="text-align: right;"><i>Noted</i></p>
<b>14</b>	Date of Next Meeting – Tuesday 29 March 2022
	<i>Noted</i>
	The meeting closed at 6:35 p.m.