

## ATRIUM HOMES

### Minutes of Meeting of the Board held on Tuesday 25 May 2021 at 5.30pm Via ZOOM

**Present:** Joe Keen, Marie Coyle, Alistair Reid, Steven Fraser, Ken Tudhope, Keith Henderson, Carolyn Hope

**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*

	<b>Declarations of Interest</b>
	There were no declarations of interest.
<b>1</b>	<b>Apologies</b> Apologies were received from Graham Piggott, Ken Stewart and David Sherlock
<b>2</b>	<b>Minutes of Previous Meeting</b>
2.1	<b>Minutes of the Board Meeting on 27 April 2021 –</b> The minutes (previously circulated) of the meeting of the Board held on 27 April 2021 were approved. <i>Approved for publication</i>
<b>3</b>	<b>Matters Arising</b>
3.1	Board noted the position with action points from previous Board meetings. It was noted that Turner Property Services have been accepted as the preferred contractor for delivery of reactive and voids repairs in Area 2, with an anticipated start date of 1 July. Staff are still negotiating with the preferred contractors for Area 1. <i>Noted</i>
3.2	<b>Compliance Report</b> Board noted that Atrium was up to date with compliance requirements. <i>Noted</i>
<b>4</b>	<b>Annual Return on the Charter (ARC) 2020/21</b>
4.1	The Annual Return on the Charter (ARC) 2020/21 was presented for approval. There were no questions raised on the content of the ARC itself but some discussion did take place on whether it was worthwhile to undertake a comparison exercise against other organisations. After discussion, it was agreed that a true comparison was not really feasible.  Discussion then turned to whether we could look at comparison of our own performance year on year. This was more practical but we needed to be clear on the areas that we would be comparing. Remit was given to staff to liaise with interested Board members to decide how best to proceed on this.

	<p>After consideration the Annual Return on the Charter for 2020/21 was approved for submission to the SHR.</p> <p style="text-align: right;"><u>Approved</u></p>
<b>5</b>	<b>Finance, Audit &amp; Staffing Sub-Committee Report</b>
5.1	<p><b>Minutes of the Meeting of 17 May 2021</b></p> <p>The Convenor of FASSC presented the minutes and highlighted the main points for Board to note.</p> <p>Board was asked to note the discussion around varying the terms of our Treasury Management Policy and the separate paper to Board on this point.</p> <p>Clarification was sought on whether pension deficit contributions were being deducted from covenant compliance calculations.</p> <p>After discussion, the minutes were noted.</p> <p style="text-align: right;"><u>Noted</u></p>
5.2	<p><b>Treasury Management Policy Variation</b></p> <p>Board considered the separate paper referred by FASSC to permit the variation of our Treasury Management Policy for a short period, to increase the floating element of our loan to 92%.</p> <p>This was in the context of our intention to review our loan portfolio this year and it was sensible to avoid tying ourselves into fixed loans before we did this.</p> <p>Board approved the temporary variation to our Treasury Management Policy.</p> <p style="text-align: right;"><u>Approved</u></p>
5.3	<p><b>Notifiable Event (Confidential Paper)</b></p> <p>Board received a paper on a notifiable event created by a confidential matter and noted the position. The Chief Executive will submit the Notifiable Event to the SHR.</p> <p style="text-align: right;"><u>Noted</u></p>
5.4	<p><b>Internal Audit Reports</b></p> <p>Board received for information, copies of the final internal audit reports on Treasury Management and Factoring. Both reports had already been considered in detail by FASSC and Board noted the action points, which had been agreed.</p> <p>Board also received for information, the proposed internal audit programme for 2021/22.</p> <p style="text-align: right;"><u>Noted</u></p>
<b>6</b>	<b>Operations Sub-Committee Report</b>
6.1	<p><b>Minutes of the Operations Sub-Committee of 12 May 2021</b></p> <p>The Convenor of OSC presented the minutes and highlighted the main points for Board to note.</p> <p>There had been discussion of the policies presented for review and whilst no substantive changes had been proposed, discussion had taken place on whether tenants should have been (and should be) consulted as a matter of course. After discussion, Board agreed that if service related policies were not being changed, substantively, consultation was not a productive use of staff time.</p> <p>After discussion, the minutes were noted.</p> <p style="text-align: right;"><u>Noted</u></p>

<b>7</b>	<b>Investment Sub-Committee Report</b>
7.1	<p><b>Minutes of the Investment Sub-Committee of 11 May 2021</b></p> <p>The Director of Investment presented the minutes and highlighted the main points for Board to note.</p> <p>It was noted that the Allanvale contract discussions were ongoing.</p> <p>The DoI also clarified the query raised previously regarding the Annual Procurement Report and the percentage of valid invoices paid on time. This was confirmed to be 81.7%.</p> <p>Board was asked to note the report and approval for the appointment of Dumbreck Decorators for a further year to progress with Year 2 works for external painting and associated works.</p> <p>Board was asked to note the outcome of the procurement exercise for the conversion of a property at Busbie Gardens for wheelchair use with approval sought for staff to progress with the project, subject to receiving grant funding from the Scottish Government and concluding matters with DM Homeshield in respect of administering the project.</p> <p>Questions were raised regarding contractor performance and our overall compliance with EESSH 2, which were satisfactorily resolved by the DoI.</p> <p>After discussion, the minutes were noted and proposed contact awards approved.</p> <p style="text-align: right;"><u><i>Noted and Approved</i></u></p>
<b>8</b>	<b>Policies for Approval</b>
8.1	<p>Board received a paper on five policies, which had been reviewed by sub-committee in May. All had been circulated to Board members as part of sub-committee papers and were discussed at the relevant meeting. The following policies are recommended to Board for approval:</p> <ul style="list-style-type: none"> <li>• Service Charges Policy</li> <li>• Deceased Tenant</li> <li>• Medical Adaptations Policy</li> <li>• Anti-Social Behaviour Policy</li> <li>• Unacceptable Actions Policy</li> </ul> <p>Board endorsed the changes recommended by the sub-committee and approved the above policies.</p> <p style="text-align: right;"><u><i>Approved</i></u></p>
<b>9</b>	<b>Atrium Initiatives Report</b>
9.1	<p><b>Minutes of the Atrium Initiatives Board of 2 March 2021</b></p> <p>The minutes were presented for information. There were no questions raised and Board noted the minutes.</p> <p style="text-align: right;"><u><i>Noted</i></u></p>
<b>10</b>	<b>Membership Applications</b>
10.1	<p>Board approved a number of membership applications made via the Tenant Portal.</p> <p>Details will be placed into the Register of Members and confirmations issued to individual applicants.</p> <p>A question was raised regarding the impact of increased membership on AGM quorum. The Chief Executive confirmed that Atrium's quorum was a fixed number, not a percentage and therefore increased membership had no impact on the quorum.</p>

	<i>Approved</i>
<b>11</b>	<b>Eydent</b>
11.1	<p>The Chief Executive gave a brief update on recent discussion regarding the proposed Eydent Conference in November 2021. Board noted the position.</p> <p>This lead to a broader discussion on whether Eydent was something that was worth retaining and whether the return justified the outlay. No firm conclusions were reached and it was agreed to leave matters as they are for now.</p> <p><i>Noted</i></p>
<b>12</b>	<b>Review of Business Planning Discussion 20 May 2021</b>
	<p>Board discussed the meeting on 20 May 2021. It was acknowledged that this was an initial scoping meeting and that the “main event” was still to come.</p> <p>Board engaged in a lengthy discussion around what the focus of the organisation should be. It was clear that Board endorsed the principle that our primary focus has to be delivery of the HFF21CLS programme but that there was also scope to develop other elements of our activities, particularly around customer service.</p> <p>The next discussion will take place on Wednesday 2 June and Board members were looking forward to it.</p>
<b>13</b>	<b>Date of Next Meeting</b>
	The next meeting will take place on Tuesday 29 June at 5.30pm

Chair: .....

Date: .....