

## ATRIUM HOMES

### DRAFT Minutes of Meeting of the Board held on Tuesday 31 May 2022

At 6:00 p.m. via Zoom

**Present:** Joe Keen, Ken Stewart, David Sherlock, Alistair Reid, Steven Fraser, Julie Templeton, Carolyn Hope

**Attending:** Joyce McCroskie, Director of Operations (DoO), Shannon Watson, Chief Executive (CX)

**Observing:** Alan White, Craig Leitch

**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, and item 8 which was circulated ahead of the meeting.

*Confirmed*

The Chair noted that two prospective Board members were attending the meeting as observers. Both were welcomed to the meeting and brief introductions were made.

Item	
<b>1</b>	<b>Apologies</b>
	Marie Coyle, Ken Tudhope
<b>2</b>	<b>Declarations of Interest</b>
	No declarations of interest were noted.
<b>3</b>	<b>Minutes of Meeting 26 April 2022</b>
	The minutes of the meeting of the Board held on 26 April 2022 were reviewed and approved. <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. A Board member asked whether DoFCS had updated the lenders on the recent cost increases experienced of the HFF21CLS and CX agreed to speak to DoFCS. <i>Noted</i>
<b>4.b</b>	Board noted that Atrium was up to date with all compliance requirements. <i>Noted</i>
<b>5</b>	<b>Annual Return on the Charter (ARC)</b>
	<i>JT joined the meeting at 6:20 p.m.</i>  Board noted that the ARC document had been reviewed and approved by them electronically in the week ending 27 May 2022, to enable the return to be submitted to the SHR by the deadline of 31 May 2022. A copy of the final return submitted to SHR had been uploaded to the Board papers on the morning of 31 May.  CX noted that comments had been added to three sections of the return in order to provide background to changes to certain statistics reported. <i>Approved electronically</i>
<b>6</b>	<b>Annual Procurement Report</b>
	The report details procurement activity for the year ended 31 March 2022, and is a requirement because of the levels of procurement we have undertaken in recent years.

	Board approved the report. <i>Approved</i>
<b>7</b>	<b>Finance, Audit and Staffing Report</b>
	<p>Board noted that the minutes of the Finance, Audit and Staffing Sub-Committee meeting held on 16 May 2022 were a good summary of the feedback and debate which had taken place during the meeting. Discussions had included the ratio of floating vs fixed interest rate borrowing held by the organisation as well as giving approval to finalise the extended borrowing facilities with RBS. It was agreed that exploring a graduate apprenticeship for the Corporate Services Administrator role would be a good opportunity for the organisation and the apprentice.</p> <p><i>Noted</i></p> <p>Board noted the content of the Quarterly Performance Report to 31 March 2022 and approved this.</p> <p><i>Approved</i></p> <p>Board noted the content of the Internal Audit report on Landlord Health &amp; Safety and the discussion noted on the auditors' recommendations.</p> <p><i>Noted</i></p>
<b>8</b>	<b>Operations Report</b>
	<p>Board noted the minutes of the Operations Sub-Committee meeting held on 12 May 2022. In particular Board noted the annual lettings plan and the community and tenant engagement activities undertaken by the organisation.</p> <p>Board noted that arrears had remained low through the pandemic despite everyone expecting that they would increase. Staff's work in quickly contacting tenants when they started to go into arrears was commended. Staff have done well to reduce the time properties were standing void despite the contractors struggling to give firm times for when works would be complete. The team is now contending with the change to the Area 2 main contractor.</p> <p>It was noted that the increasing cost of living (especially heating) might see tenants struggling even more; the fuel support fund had been of some help, and the organisation has built a strong platform from which to cope with any new challenges.</p> <p><i>Noted</i></p>
<b>9</b>	<b>Investment Report</b>
	<p>Board noted the minutes of the Investment Sub-Committee held on 10 May 2022. In particular, Board noted the update on monitoring community benefits within contracts.</p> <p>It was noted that any material update regarding the Allanvale contract between planned Sub-Committees would be issued to the members of the Investment Sub-Committee by email if needed.</p> <p><i>Noted</i></p>
<b>10</b>	<b>Policy Review</b>
	<p>Board noted the contents of the report and endorsed the updated policy.</p> <p><i>Noted</i></p>
<b>11</b>	<b>Health &amp; Safety</b>
	<p>It was noted that this is a standing item and that there were no particular issues which needed to be raised at this meeting.</p> <p><i>Noted</i></p>
<b>12</b>	<b>Application for Membership</b>
	<p>One application for membership was put to the meeting and the Board approved this.</p>

	<i>Approved</i>
<b>13</b>	<b>Annual Board Performance Appraisals 2022</b>
	Board were reminded that the annual appraisal form had been issued to each of them as well as the link to the Chair's 360 degree review. Board members were asked to complete these as soon as they were able so that appraisal meeting with the Chair could be scheduled in over the coming months. <i>Noted</i>
<b>14</b>	<b>Any Other Competent Business</b>
	It was noted that the next meeting in June would be conducted as a hybrid meeting with Board members to attend in the office if able, or by Zoom if not. <i>Noted</i>
<b>15</b>	Date of Next Meeting – Tuesday 28 June 2022 at 6:00 p.m. <i>Noted</i>
	The meeting closed at 6:50 p.m.