

ATRIUM HOMES

Minutes of Meeting of the Board held on Tuesday 24 June 2025

At 6:00 p.m. via Zoom

- Present:** Alistair Reid, Ken Tudhope, Julie Templeton, Maureen Gimby, Dominic O'Donnell, Alan White
- Attending:** Joyce McCroskie (Director of Housing & Community Services, DoHCS), Barry Lees (Director of Property Services, DoPS), Shannon Watson (Chief Executive, CX), Donna Milton (Arneil Johnston) for strategy session
- 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.

The Chair confirmed that the meeting was quorate.

Confirmed

Item	
	Business Strategy training Donna Milton (DM) of Arneil Johnston attended the meeting to provide a training session for Board on the process needed for the development of a new strategy for Atrium Homes for the period commencing 1 April 2026. DM led the Board through an interactive session on the process which will be employed over the coming months to enable Board to consider and agree a strategy for the next five years. Board noted that the external environment in which Atrium operates is constantly changing and we cannot stand still. Board will need to consider options available to it in order to decide what Atrium's future direction will be. Board thanked DM for an informative session, and DM left the meeting at 7:40 p.m.
1	Apologies
	Carolyn Hope, Craig Leitch, Ron Sharpe, Scott Cunningham
2	Declarations of Interest
	No declarations of interest in business to be discussed were noted.
3	Minutes of Meeting on 27 May 2025
	The minutes of the meeting of the Board held on 27 May 2025 were reviewed and approved as an accurate record of the meeting. <i>Approved for publication</i>
4	Matters Arising
	a) Board noted the items which remained in progress and the updates provided. <i>Noted</i>

	b) Board noted that Atrium is up to date with all compliance requirements. <i>Noted</i>
5	Annual Financial Statements for the Year Ended 31 March 2025 a) Board considered the annual financial statements for the year ended 31 March 2025 which had been audited by Wbg (Audit) Limited. Board considered the contents of the Report of the Board of Directors, the Statement of Board of Directors' Responsibilities and the Board of Directors' Statement on Internal Control, and confirmed their agreement with these. Board further noted that there had been no significant adjustments to the results reported in the quarterly performance reports, or material changes to disclosures contained within the accounts compared to the prior year. Board noted that the external auditors had issued a positive audit report, with no qualifications or other matters to be brought to the company members' attention. Board approved the signing of the audited annual financial statements by the Chair, the Vice Chair and the Company Secretary. <i>Approved</i> b) Board considered the annual auditor's report in which it was noted that there were no adjustments to the management accounts identified as necessary by the audit team which impacted on the Surplus previously reported to Board. One adjusted error and one unadjusted error were noted, both of which related to adjustments to where amounts are shown on the Statement of Financial Position and so did not impact on the Surplus previously reported to Board. A Board member asked what the significance was of "deviation" noted in the draft letter of representation to the auditors, and CX noted that this text related to the one adjusted and one unadjusted error noted above which related to changes to where amounts are shown on the Statement of Financial Position. Board approved the annual auditor's report. <i>Approved</i> c) Board considered the Letter of Representation to be issued to the auditors and noted that this is a standard letter which requires board to confirm that the auditors have been made aware of all material issues relating to the company and the financial results under review. Board further noted that no non-routine representations were being sought by the auditors and that the letter confirmed the position with regards to the one adjusted and one unadjusted error noted above in the accounts. Board approved the signing of the letter of representation by the Chair and the Company Secretary. <i>Approved</i> d) Board considered the minutes of the meeting of FASSC on 16 June 2025 which had considered the items above as well as reviewing the draft Loan Portfolio

	Return which is based on the detail provided in the annual financial statements and the quarterly Treasury Management reports received by it. A Committee member noted that FASSC spoke with the external auditor without management in the room and that no issues had been raised by the auditor. The auditor had noted that the working papers and management accounts provided by the Finance team for the audit were of a high standard and so facilitated an efficient and robust audit process. <i>Approved</i>
6	Eviction Approval
	Board considered the contents of the paper presented to them which set out the detailed history of the case and actions taken by staff. Board noted, in an effort to prevent the need for eviction by giving the tenant opportunities to reduce their arrears, the case had been before the courts on several occasions over the preceding year before a decree for eviction was granted. Board approved staff actioning the decree for eviction. <i>Approved</i>
7	Regulatory Returns
	Board considered the Loan Portfolio Return present to the meeting for approval, and noted that the draft return had been reviewed by the Finance, Audit & Staffing Sub-Committee in line with the detail previously presented to it in the quarterly Treasury Management report, at its meeting on 24 June 2025. Board approved the submission of this return to SHR before the deadline of 30 June. <i>Approved</i> Board further noted the updates provided on the regulatory status of Atrium Homes published by the SHR, and the new requirements of the Charity Regulator for Trustees' names and other details to be recorded with them. <i>Noted</i>
8	Minutes of the Atrium Initiatives Limited Board meeting on 3 June 2025
	Board considered the minutes of the meeting of the subsidiary Board on 3 June 2025 and the updates to business provided therein. In particular, Board noted that the Factoring Administrator had continued to work with the local authority to identify and secure prosecutions of fly tippers in estates that Choice Places manages, and that CCTV options were being considered. Finally, Board noted that the subsidiary had made a small loss in the year to 31 March 2025 with a number of one-off costs and a small loss on disposal of one of the market let properties in the third quarter. <i>Noted</i>
9	Strategic Risks – emerging risks and changes (standing item)
	Board considered the current strategic risk register which had been included in the papers for the meeting. CX noted that FASSC would be undertaking a detailed review of the risk register and how this is monitored and reported on at its meeting in August. Board noted the heat map included with the detailed risk register for this

	meeting and agreed that this was a helpful indicator of the number and severity of the strategic risks it requires to monitor. Board considered the risks on the register and agreed that no further changes were needed. <i>Discussed</i>
10	Health & Safety (Standing Item)
	DoPS confirmed that there were no new matters to report to the meeting. <i>Noted</i>
11	Any Other Competent Business
	AR noted that a discussion on potential changes to Board meeting formats and timings would take place at a future date when a larger proportion of Board members were able to participate in the discussion. <i>Noted</i>
12	Date of Next Meeting - Tuesday 26 August 2025 at 6:15 p.m. in Person The Annual General Meeting will take place after the Board meeting.
	The meeting closed at 7:53 p.m.

Chair:

Date: 26 August 2025