

ATRIUM HOMES

Minutes of Meeting of the Board held on Tuesday 28 June 2022

At 6:00 p.m. at 14 Central Avenue and via Zoom

Present: Joe Keen, Marie Coyle, Ken Stewart, Steven Fraser, Julie Templeton, Carolyn Hope

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

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

Item	
1	Apologies
	David Sherlock, Ken Tudhope, Alistair Reid
2	Declarations of Interest
	No declarations of interest were noted.
3	Minutes of Meeting 31 May 2022
	The minutes of the meeting of the Board held on 31 May 2022 were reviewed and approved. <i>Approved for publication</i>
4	Matters Arising
4.a	Board noted the updates given on actions arising from previous meetings, and progress made to date. <i>Noted</i>
4.b	Board noted that Atrium was up to date with all compliance requirements. <i>Noted</i>
5	Atrium Homes Financial Statements 2021/22
	a) Financial Statements 2021/22 Board noted that the auditor gave a good, clean report on the accounts and records of Atrium Homes. A reconciliation of the final profit to that noted in the management accounts showed few changes. b) Atrium Homes Management Letter Attendees at the FASSC meeting on 20 June had asked the auditor if any areas needed to be improved – the finance team were commended on the quality of the paperwork provided and efficient timing of the provision of paperwork. DoFCS noted that it had been a very thorough audit. c) Letter of Representation The contents of the letter of representation were approved. d) Minutes of the Finance, Audit and Staffing Sub-Committee and external audit partner The minutes of the meeting with the external auditor on 20 June 2022 were noted. <i>Approved</i>

6	Pre-AGM Arrangements Compliance Statement
	Board noted that the organisation has complied with the requirements of its Articles of Association and the Compliance Statement was noted. <i>Noted</i>
7	Loan Portfolio Return
	Board noted that the interest cover covenant calculation reported in the return to SHR was that of the most stringent lender's requirement. Board approved the submission of the return. <i>Approved</i>
8	Operations Report
	a) Eviction updates Board noted the updates provided by the Operations team on the two eviction cases. <i>Noted</i>
9	Potential Changes to Working Arrangements
	Board noted the contents of the paper and that SMT were at a very early stage in their thinking regarding any changes to working arrangements which might be made in the future. CX noted that the next step was to consult with staff on the potential changes; Board noted that flexible working is increasingly popular with some staff; they asked that SMT consider the potential positive and negative impacts on staff productivity and it was noted that any changes made would be done in a way that did not negatively impact on core services to be delivered to tenants and would be on a trial basis. <i>Noted</i>
10	Health & Safety
	It was noted that this is a standing item and that there were no particular issues which needed to be raised at this meeting. <i>Noted</i>
11	Applications for Membership
	Four applications for membership were put to the meeting and the Board approved these. <i>Approved</i>
12	SHAPS Pension Consultation
	A detailed discussion on the contents of the paper and the responses requested from employer members took place. DoFCS was asked to respond No to all questions adding comments to take into account the following: <ul style="list-style-type: none"> i. Board noted that Atrium Homes capped the share of employer contributions a few years ago and so they are concerned about making a decision on the pension fund provisions when the majority of the cost of increased contributions would fall to the organisation's employees; ii. Board do not agree with the proposal to close the Final Salary benefit option for other employers and employees since Atrium Homes is no longer an active accruing member; Board supports continuing to give employees flexibility on their pension options; iii. Board felt that it needed more information on the impact of the proposal on both employers and employees before it could make any committed decisions on the future structure of the scheme. <i>Responses Approved</i>
13	Minutes of the Atrium Initiative Board 7 June 2022
	The minutes of the meeting were noted and KS asked that any Board members who might be interested in joining the board of Atrium Initiatives should contact the CX. <i>Noted</i>

14	Any Other Competent Business
	<p>A question was asked regarding any emerging risks due to the contractor stopping working for us; it was noted that the Area 1 and cyclical contractors are currently being used for cover on works and no performance issues have arisen to date; SMT are still reviewing the best solution for the future and we will not rush into any new arrangement.</p> <p>An update on loan funding arrangements was requested; DoFCS noted that a meeting had been held with the RBS to progress the finalisation of the new loan facilities and that quotes for fixed rates on existing borrowings had been requested from RBS and Nationwide.</p> <p>JT noted that she attended the GWSF Regeneration Conference on 24 June; the event had been very interesting and JT noted that many RSLs represented at the conference were experiencing difficulties with procurement at present.</p> <p>JK noted that the Eydent Chairs and CXs had met the previous week to look at restarting the group and how we might work together</p> <p style="text-align: right;"><i>Noted</i></p>
15	Date of Next Meeting – Tuesday 30 August 2022 at 6:00 p.m. to be followed by the AGM
	<p>Board agreed the holding of the AGM on 30 August 2022 at 7:00 p.m. DoFCS noted that the rules require at least seven members to be present in person for the AGM to be quorate. KT noted that he would not be able to attend in person.</p> <p style="text-align: right;"><i>Noted</i></p>
	<p>The meeting closed at 7:15 p.m.</p>