

ATRIUM HOMES

Minutes of Meeting of the Board held on Tuesday 27 August 2024

At 6:15 p.m. at 14 Central Avenue, Kilmarnock

Present: Alistair Reid, Carolyn Hope, Julie Templeton, Maureen Gimby, Craig Leitch, Alan White, Ron Sharpe

Attending: Joyce McCroskie (Director of Operations, DoO), Barry Lees (Director of Investment, DoI), 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.

The Chair confirmed that the meeting was quorate.

Confirmed

Item	
1	Apologies
	Steven Fraser, Ken Tudhope Dominic O'Donnell
2	Declarations of Interest
	No declarations of interest in business to be discussed were noted.
3	Minutes of Meeting on 25 June 2024
	The minutes of the meeting of the Board held on 25 June 2024 were reviewed and approved. <i>Approved for publication</i>
4	Matters Arising
	a) Board noted the updates given on actions arising from previous meetings, and progress made to date, and approved the closure of several items. A Board member queried why the insurance renewal period might be changed and it was noted that this would move the insurance renewal away from the year end and provide some certainty on budget costs when Board are considering rent increases to be consulted on with tenants. <i>Noted</i>
	b) Board noted that Atrium is up to date with all compliance requirements. <i>Noted</i>
5	Request for Leave of Absence
	Board considered a request for a six-month leave of absence for a Board member and approved this. <i>Approved</i>

6	Applications for Membership
	<p>Board noted that four applications for membership received from individuals who are tenants of Atrium Homes were put to the meeting, and the Board approved these.</p> <p style="text-align: right;"><i>Approved</i></p>
7	Policy Reviews
	<p>Board considered the two Sub-Committee Remits which had been updated to reflect the current operating structure of the organisation and had been recommended to Board for approval by the members of the sub-committees. Board approved the two updated remits and noted that the third remit would be received at the September Board meeting.</p> <p>Board approved the Notifiable Events policy which had been reviewed in light of updates to SHR's statutory guidance issued in February 2024.</p> <p style="text-align: right;"><i>Approved</i></p>
8	Finance, Audit & Staffing Report
	<p>a) Board noted the minutes of the Finance, Audit & Staffing Sub-Committee (FASSC) meeting on 19 August 2024.</p> <p>A Sub-Committee member noted that this was the final meeting for the outgoing internal auditor and three reports were presented to FASSC for approval. One report was received from the new internal auditor and it was noted that the report was detailed and easily understood.</p> <p>The changes to the Sub-Committee Remit had been discussed and a number of changes agreed prior to recommendation to Board for approval. FM had led FASSC through the new style Strategic Risk Register and the links into the Operating Risk Register and compensating controls.</p> <p style="text-align: right;"><i>Noted</i></p> <p>b) Board considered the financial performance reports to 30 June 2024.</p> <p>Board noted that the surplus for the period was better than budgeted. Work on the Homes Fit for 21st Century Living Standard programme had been slower than budgeted in quarter 1 but CX confirmed that the planned homes would be completed well before the end of the year and this together with savings on the extent of works needed in tenants' homes meant that it was planned to bring forward works on an additional 40 homes in the financial year. Reactive Repairs spend was again higher than budgeted in quarter 1, with the overspend partially offset by cost savings on void repairs in the period.</p> <p>CX noted that, due to interest rates now being expected to remain higher for longer than was incorporated in the 2024/25 budget, the budgets were re-forecast during quarter 1. It was noted that the Golden Rule for interest cover is forecast to be breached in year 3/4, but that the covenant requirement was not expected to be breached.</p> <p>Board approved the performance reports for the quarter.</p> <p style="text-align: right;"><i>Approved</i></p>

	<p>c) Board considered the returns which require to be made to Atrium’s regulatory bodies, lenders and other external organisations. Board noted that FASSC had reviewed these returns at their meeting on 19 August 2024 and had recommended them to Board for approval.</p> <p>Board approved the submission of the required returns after the AGM on 27 August 2024 and ahead of their individual filing deadlines.</p> <p style="text-align: right;"><i>Approved</i></p>
9	Housing & Community Services Report
	<p>a) DoO noted that, due to Sub-Committee member availability, the meeting had been postponed to 28 August 2024 and so the minutes of the meeting will be included in the Board papers for 24 September 2024.</p> <p>b) Board noted the positive performance reported in the quarterly performance summary to 30 June 2024. While voids were low in quarter 1, DoO confirmed that an increase in turnover of properties was now being seen as the new build homes built by East Ayrshire Council and Cunninghame HA were being allocated to tenants.</p> <p style="text-align: right;"><i>Noted</i></p>
10	Property Services Report
	<p>a) A Property Services Sub-Committee member noted the highlights of the minutes of the meeting held on 13 August 2024.</p> <p>In particular, it was noted that Atrium would soon be commencing External Wall Insulation works on 27 properties, the cost of which will be fully borne by the organisation. The projected underspend compared to budgeted costs on the Homes Fit for 21st Century Living Standard programme would be used to accelerate works on some properties programmed for Phase 5 in 2025/26.</p> <p>Board noted that, after a meeting between Atrium, East Ayrshire Council and the Scottish Government, the target to acquire 10 homes on the open market in each of the next few years had been reduced to five per annum.</p> <p>Board noted that the 12-month servicing deadline had been missed for one property in July as a result of an administrative error. Board had been notified of this by email immediately it was detected. DoI noted that the missed property was identified and the service carried out quickly. Board discussed the initial legal advice obtained on the one remaining “hard no access” property for the five-yearly EICR requirement.</p> <p>Finally, a Sub-Committee member advised Board that two properties have now had the condensation and damp monitoring sensors installed in them. These sensors provide data which can be accessed by both Atrium and the tenants in whose homes they have been installed, with advice available to tenants via an app based on the data collected.</p> <p style="text-align: right;"><i>Noted</i></p> <p>b) Board noted the positive performance reported in the quarterly performance summary to 30 June 2024.</p> <p style="text-align: right;"><i>Noted</i></p>

11	Eviction Update
	<p>Board noted the update provided regarding a previously approved eviction case. Board noted the efforts made by staff to engage with the tenant in order to avoid the need for eviction if this is granted by the courts.</p> <p>DoO confirmed that should the tenant be evicted in due course, they will become homeless.</p> <p style="text-align: right;"><i>Noted</i></p>
12	Complaints, SAR and FOI Requests
	<p>Board considered the contents of the report and noted that response deadlines had been met in all instances in the quarter ended 30 June 2024.</p> <p>Board further noted that there had been one Subject Access Request and three Freedom of Information Requests responded to in the period.</p> <p style="text-align: right;"><i>Noted</i></p>
13	Pre-AGM Arrangements Compliance Statement
	<p>Board noted that the organisation has complied with the requirements of its Articles of Association and the Compliance Statement was noted.</p> <p style="text-align: right;"><i>Noted</i></p>
14	Strategic Risks – emerging risks and changes (standing item)
	<p>Board considered the current strategic risk register which has been included in the papers for the meeting.</p> <p>No additional risks were noted as being required to be recorded on the register and no changes were required.</p> <p style="text-align: right;"><i>Discussed</i></p>
15	Health & Safety (Standing Item)
	<p>DoI confirmed that there were no new matters to report to the meeting.</p> <p style="text-align: right;"><i>Noted</i></p>
16	Any Other Competent Business
	<p>No additional business matters were noted.</p> <p style="text-align: right;"><i>Noted</i></p>
17	Date of Next Meeting – Tuesday 24 September 2024 at 6:00 p.m. via Zoom
	<p>The meeting closed at 6:57 p.m.</p>

Chair:

Date: