

## ATRIUM HOMES

### DRAFT Minutes of Meeting of the Board held on Tuesday 30 August 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, Alistair Reid, Ken Tudhope

**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)

**Observing:** Alan White, Craig Leitch, Dominic O'Donnell

**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	
<b>1</b>	<b>Apologies</b>
	David Sherlock
<b>2</b>	<b>Declarations of Interest</b>
	No declarations of interest were noted.
<b>3</b>	<b>Minutes of Meeting 28 June 2022</b>
	The minutes of the meeting of the Board held on 28 June 2022 were reviewed and approved. <i>Approved for publication</i>
<b>4</b>	<b>Matters Arising</b>
<b>4.a</b>	Board noted the updates given on actions arising from previous meetings, and progress made to date. <i>Noted</i>
<b>4.b</b>	Board noted that Atrium is up to date with all compliance requirements. <i>Noted</i>
<b>5</b>	<b>Internal Management Plan Update</b>
	Board noted the updates on planned actions contained in the 2021/22 Internal Management Plan.  Board noted that the manner in which reactive repairs are delivered had changed at the end of June and that the work on the HFF21CLS has been delayed, and so an update to the 2021-26 business plan will most likely be required later in the year. <i>Noted</i>
<b>6</b>	<b>Strategic Risk Register</b>
	Board noted the strategic risk register which had been reviewed in detail at the Finance, Audit and Staffing Sub-Committee Meeting on 15 August 2022.  A discussion followed on whether there were emerging risks which required to be added to the register at this time. Board noted that rising costs for tenants and the organisation were expected to put pressure on our income, and that tenants' inability to heat their homes adequately might result in increased maintenance costs.

	<p>It was noted that the strategic risk register currently includes risks around affordability of rents and the quality of our homes.</p> <p style="text-align: right;"><i>Noted</i></p>
<b>7</b>	<p><b>Finance, Audit &amp; Staffing Report</b></p> <p>Board noted that the minutes of the Finance, Audit and Staffing Sub-Committee meeting held on 15 August 2022 were a good summary of the matters considered during the meeting. It was noted that the process to fix a proportion of the organisation’s loans was underway. Board noted that the sub-committee had approved all of management’s responses to the internal audit recommendations considered at that meeting.</p> <p>DoFCS noted that the budgets for the year would be reviewed at the half-way point due to the volatility of the current economic climate in which we are operating.</p> <p style="text-align: right;"><i>Noted</i></p> <p>Board noted the content of the Quarterly Performance Report to 30 June 2022 and approved this.</p> <p style="text-align: right;"><i>Approved</i></p>
<b>8</b>	<p><b>Investment Report</b></p> <p>Board noted that the minutes of the Investment Sub-Committee meeting held on 9 August 2022 were a good summary of the matters considered during the meeting.</p> <p>The DOI draw Board’s attention to agenda item 8 – Update on Procurement Strategy – and the Investment Sub Committee approving 3 contract awards namely:</p> <p>HFF21CLS – call-off of a further 61 properties from Phase 3, per tender plus annual uplift and negotiated uplift, with CCG;</p> <p>External Painterwork and Gutter Cleaning – Acceptance for Year 1, per tender, with the Bell Group</p> <p>Periodic Electrical Testing (plus assoc. works) – Acceptance for Year 1, per tender, with Magnus Electrical</p> <p>It was also noted that Committee gave approval for staff to appoint consultants to undertake a first stage feasibility report for the two sites that are owned by Atrium and within the current EAC SHIP.</p> <p>The DOI further confirmed that discussions had taken place with both EAC and the SG on the SHIP for 2023-28, and in particular that staff had sought an increase in the grant level for the Off the Shelf Acquisitions to recognise the increase in market values and major works costs.</p> <p style="text-align: right;"><i>Noted</i></p>
<b>9</b>	<p><b>Operations Report</b></p> <p>Board noted that the minutes of the Operations Sub-Committee meeting held on 11 August 2022 were a good summary of the matters considered during the meeting.</p> <p>A discussion was held on the update provided regarding the current arrangements for the Ukrainian Refugee Programme and how this might impact on Atrium’s housing applicants and void levels.</p> <p style="text-align: right;"><i>Noted</i></p>

<b>10</b>	<b>Director of Investment Recruitment (confidential item)</b>
	<p>It was noted that this paper had been brought to the Board by email on 17 August 2022 to enable the Chief Executive to progress the recruitment process between meetings. Board were asked to note the approval of the recommended action which was previously provided by email.</p> <p style="text-align: right;"><i>Approved</i></p>
<b>11</b>	<b>Complaints, SAR and FOI Requests</b>
	<p>Board noted the contents of the paper and that two response deadlines had been missed in the quarter due to the complaints being complex.</p> <p>CX noted that the staff were receiving training on 31 August 2022 which included a refresher on complaints handling requirements from the SPSO, policies and procedures.</p> <p style="text-align: right;"><i>Noted</i></p>
<b>12</b>	<b>Annual Assurance Statement Working Group</b>
	<p>Board noted the contents of the paper and that Board members would be asked to volunteer to be on a working group to review the evidence bank gathered to support the opinion which would be expressed in the Annual Assurance Statement.</p> <p style="text-align: right;"><i>Noted</i></p>
<b>13</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 brought to the attention of the Board.</p> <p style="text-align: right;"><i>Noted</i></p>
<b>14</b>	<b>Applications for Membership</b>
	<p>Board noted that applications for membership received from 11 individuals were put to the meeting and the Board approved these.</p> <p style="text-align: right;"><i>Approved</i></p>
<b>15</b>	<b>Nationwide Mandate</b>
	<p>DOFCS introduced the paper advising that the Finance, Audit and Staffing Sub-Committee has been discussing the fixing of 3 Nationwide loans and is recommending to Board that these loans be fixed for a 10 year tenure. An updated mandate is presented for Board approval to enable the proposed transaction.</p> <p>Board considered and approved the mandate and authorised the DOFCS to proceed with the fixing of the 3 Nationwide loans in accordance with the FASSC recommendation.</p> <p style="text-align: right;"><i>Approved</i></p>
<b>16</b>	<b>Pre-AGM Arrangements Compliance Statement</b>
	<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>
<b>17</b>	<b>Any Other Competent Business</b>
	<p>CX noted that Board members would be emailed regarding a proposed date for a stock tour to be undertaken.</p> <p style="text-align: right;"><i>Noted</i></p>
<b>18</b>	<b>Date of Next Meeting – Tuesday 27 September 2022 at 6:00 p.m.</b>
	<i>Noted</i>
	The meeting closed at 6:45 p.m.