

## ATRIUM HOMES

### Minutes of Meeting of the Board held on Tuesday 26 September 2023

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

**Present:** Alistair Reid, Steven Fraser, Alan White, Craig Leitch, Dominic O'Donnell, 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	
<b>1</b>	<b>Apologies</b>
	Joe Keen, Ken Tudhope, Julie Templeton, Maureen Gimby, Carolyn Hope (unable to attend full meeting)
	<b>Equality and Diversity training</b>
	CX provided the Board with training on the key elements of the Equality Act 2010 and the requirements for all registered social landlords (RSLs) under this legislation together with the Scottish Housing Regulator's (SHR's) expectations.  The training slides were uploaded to the DropBox folder after the meeting.
<b>2</b>	<b>Declarations of Interest</b>
	None noted
<b>3</b>	<b>Minutes of Meeting on 29 August 2023</b>
	The minutes of the meeting of the Board held on 29 August 2023 were reviewed and approved.  A Board member noted that Peter Freer had mentioned the introduction of a Golden Rule for the lenders' financial covenants and CX confirmed that this was being reviewed for the financial updates to be provided to the Finance, Audit & Staffing Sub-Committee meeting in November.  <i>Approved for publication</i>
<b>4</b>	<b>Matters Arising</b>
	a) Board noted the updates given on actions arising from previous meetings, and progress made to date.  <i>Noted</i>
	b) Board noted that Atrium is up to date with all compliance requirements.  <i>Noted</i>

5	<b>Equality, Diversity &amp; Inclusion Policy and Action Plan</b>
	<p>Board noted that the draft Policy and Action Plan had been reviewed by the Annual Assurance Short Life Working Group which had met on 19 September 2023. CX noted that the Policy and Action Plan had been written to ensure that Atrium demonstrates its commitment to treating all its customers and stakeholders fairly and preserving their human rights to the best of its ability; this is something that is at the core of everything Atrium does on a daily basis.</p> <p>A Board member who was not able to attend the full meeting had submitted a question regarding the accessibility of Atrium’s website for users with visual or other impairments and CX undertook to contact the organisation’s website designer to follow this up.</p> <p>CX noted the detailed action plan which has been created, and the number of actions which have been completed and will be part of ongoing actions by the organisation and its staff. Board agreed that this was a comprehensive document.</p> <p>CX noted that Atrium will not record sensitive personal data linked to its tenants and other customers on its Housing Management system. Atrium will instead gather data on specific protected characteristics which are needed when assessing any new activities or projects, on an anonymised basis as a snapshot in time. This will reduce the risk of customers’ identifiable sensitive data being lost.</p> <p>Board approved the new policy subject to tenant consultation, and the Action Plan was approved.</p> <p style="text-align: right;"><i>Approved</i></p>
6	<b>Annual Assurance Statement</b>
	<p>Board noted draft Annual Assurance Statement which was presented to the meeting for approval. The papers noted that the Short Life Working Group (SLWG) had met on 19 September 2023 to discuss their review of the self-assessment document, the evidence provided in support of this and the updated action plan for the organisation.</p> <p>CX noted that the self-assessment toolkit which had been created fresh last year had been reviewed and updated with actions taken in 2022/23. The action plan from last year had been reviewed and updated, with several items closed and others in progress. A small number of additional actions were noted for the current year, but overall the SLWG considered that the organisation has demonstrated its compliance with the legal and regulatory requirements and that there are no areas of material non-compliance noted.</p> <p>CX also noted that all key decision-making papers which are presented to Board for consideration at its monthly meetings include a note of how the organisation is complying with the SHR’s Standards of Governance and Financial Management.</p> <p>Board noted that the SHR required RSLs to provide additional assurance this year on matters pertaining to Tenant and Resident Health &amp; Safety. Board considered the matters included in the supporting papers as well as a note of the discussions which took place at the SLWG meeting, and confirmed their agreement that Atrium is demonstrating its compliance with its health &amp; safety requirements.</p>

	<p>The Chair noted that, while the Annual Assurance Statement is signed at a point in time, Atrium is required to contact the SHR should circumstances change and Board consider that the statement should be revised.</p> <p>Board approved the finalisation of the Annual Assurance Statement and its submission to SHR.</p> <p style="text-align: right;"><i>Approved</i></p>
<b>7</b>	<b>Regulatory Returns</b>
	<p>Board noted the contents of the paper which detailed the various returns which Atrium requires to make to SHR, SHAPS, OSCR and its lenders. Board also considered the contents of the returns which had been included as appendices to the paper.</p> <p>Board approved the submission of the six returns to Atrium's regulatory and monitoring bodies.</p> <p style="text-align: right;"><i>Approved</i></p>
<b>8</b>	<b>Board Appraisal and Competencies Review</b>
	<p>Board considered the results of the appraisals which had been completed and returned to the former Chair ahead of the meeting. CX noted that the Board had a wide range of skills and experience and was well balanced.</p> <p>A number of Board members had scored certain areas of the competency framework as needing development, and CX noted the training programme which had commenced with the Treasury Management and Economic Overview briefing session in August and the Equality and Diversity training at the start of this meeting.</p> <p>Board members agreed that having short training sessions ahead of each meeting was a good way to ensure that skills are being developed and updated for all Board members. CX confirmed that there would be a Data Protection training session and the October meeting and that further briefing topics would be planned for the coming months.</p> <p style="text-align: right;"><i>Noted</i></p>
<b>9</b>	<b>Board Members' Sub-Committee Choices</b>
	<p>Board noted that, due to the retiral of the Chair after five years and the formal appointment of the previously co-opted Board member at the AGM in August, the new Chair could no longer be the convener of the Operations Sub-Committee and two Board members were required to choose which Sub-Committee they would attend for the remainder of the year.</p> <p>Board members were reminded that, although they were asked to choose a Sub-Committee to attend regularly, all Board members were welcome to come along to the other meetings if they wished.</p> <p>Board agreed the allocation of members to the three Sub-Committees for the remainder of the year.</p> <p style="text-align: right;"><i>Discussed</i></p>
<b>10</b>	<b>Atrium Initiatives Limited</b>
	<p>a) Board noted the minutes of the meeting of the subsidiary Board of directors on 5 September 2023, and noted that these are an accurate representation of business discussed at the meeting.</p> <p style="text-align: right;"><i>Noted</i></p>

	<p>b) Board considered the paper which included the details of two new members of the Board of the subsidiary company. Board approved the appointment of the two directors.</p> <p style="text-align: right;"><i>Approved</i></p>
<b>11</b>	<b>Eviction Update</b>
	<p>Board considered the update provided on the eviction previously approved and were pleased to note that an appropriate payment arrangement had been agreed with the tenant.</p> <p style="text-align: right;"><i>Noted</i></p>
<b>12</b>	<b>25-Year Celebrations</b>
	<p>Board noted the contents of the paper detailing the 25<sup>th</sup> anniversary of Atrium's formation on 12 October 2023. CX noted that the Executive Management team were considering ways in which this could be celebrated in light of the current financial climate for both Atrium and its tenants, and that Board would be provided with an update when plans were agreed.</p> <p style="text-align: right;"><i>Noted</i></p>
<b>13</b>	<b>Strategic Risks – emerging risks (Standing Item)</b>
	<p>Board considered whether any members were aware of new or increasing risks for the organisation since the Strategic Risk Register was last considered at the August meeting. No new or increased risks were identified at this meeting.</p> <p style="text-align: right;"><i>Noted</i></p>
<b>14</b>	<b>Health &amp; Safety (Standing Item)</b>
	<p>The Executive Management team noted that no corporate or tenant and resident Health &amp; Safety matters required to be highlighted to the Board at this time.</p> <p style="text-align: right;"><i>Noted</i></p>
<b>15</b>	Item 15 was delayed to the end of the meeting, to allow staff to leave
<b>16</b>	<b>Any Other Competent Business</b>
	<p>a) <u>Additional Board day in November 2023</u>  CX noted that it was important to give Board as much advance notice as possible and that a Doodle Poll would be issued quickly.</p> <p style="text-align: right;"><i>Noted</i></p>
<b>17</b>	<b>Date of Next Meeting – Tuesday 31 October 2023 at 6:00 p.m.</b>
	All staff left the meeting at 6:35 p.m.
<b>15</b>	<b>CX Appraisal</b>
	<p>AR advised Board that he and CH had met with SW to undertake an annual appraisal, using the form that is utilised for all Atrium staff. The discussion began with a chat around the use of the Flexi System for all senior staff at the Association, and whether this was something that should be discontinued. SW was asked to explore options.</p> <p>It was agreed that SW's appraisal would move to February each year to better align with the Business Planning process. The targets agreed below reflected this. SW was asked to focus on the following targets in the intervening period:</p> <ul style="list-style-type: none"> <li>• Completing the review of the Homes Fit for 21<sup>st</sup> Century Living Standard work programme</li> <li>• Finalising the current review of the staff structure</li> <li>• Considering cost-effective ways in which the Factoring service might be able to be more proactive</li> <li>• Finalising thinking around future IT provision</li> </ul>

	AR asked Board what they thought about utilising a 360-degree process for future appraisals - Board agreed that this would be useful for gathering feedback from senior staff. <i>Noted</i>
	The meeting closed at 6:55 p.m.

Chair: .....

Date: .....