

ATRIUM HOMES

Minutes of Meeting of the Board held on Tuesday 27 September 2022

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

Present: Joe Keen, Alistair Reid, Ken Tudhope, Steven Fraser, Julie Templeton, Craig Leitch, Dominic O'Donnell, Maureen Gimby

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
	Carolyn Hope, Alan White
2	Declarations of Interest
	No declarations of interest were noted.
3	Minutes of Meeting on 30 August 2022
	The minutes of the meeting of the Board held on 30 August 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 is up to date with all compliance requirements. <i>Noted</i>
5	Notifiable Event Update
	Board noted the update provided on the Notifiable Event and that the SHR had not requested any further information regarding this before closing it. <i>Noted</i>
6	New Policy
	Board considered the policy on Notifiable Events which has been drafted using the detailed guidance issued by the Scottish Housing Regulator. The policy was approved. <i>Approved</i>
7	Board Appraisal and Competencies Review
	Board noted the contents of the paper and that the recruitment exercise carried out at the start of 2022 had enabled Atrium to recruit Board members with expertise in a number of areas which had previously been identified as requiring to be strengthened. <i>Noted</i>
8	Chief Executive Probationary Review (confidential item)
	This item was discussed at the end of the meeting, after all staff had left

9	Annual Assurance Statement Progress
	<p>Board noted that the short life working group had met on 20 September to review the first draft of the self assessment toolkit and the background evidence provided in support of the statements made in that document.</p> <p>Members of the working group had agreed enhancements to this document and a further meeting will be held early in October to review the final version of the evidence bank together with compliance levels on the SHR's Regulatory Requirements and the Standards of Governance and Financial Management, and to agree the action plan stemming from this review.</p> <p>The results of this review and the proposed Self Assurance Statement will be brought to the Board meeting on 25 October to enable the statement to be submitted to SHR by the filing deadline of 31 October.</p> <p style="text-align: right;"><i>Noted</i></p>
10	Recruitment Update (confidential item)
	<p>Board noted that a number of posts were or were becoming vacant over the coming months, including two members of the Executive Team. The paper also detailed the recent external changes including the Scottish Government's announcement of a rent freeze to 31 March 2023 and the potential for some form of rent control to continue into the next financial year.</p> <p>Board noted that the paper proposed a review of the staffing structure be undertaken and that recruitment to empty posts should be paused temporarily to allow for this review to take place.</p> <p>The Board approved the Executive Team putting in place temporary arrangements to provide adequate cover of workloads for departing staff while the review took place, while ensuring that the total salary budget for the 2022/23 year was not overspent.</p> <p style="text-align: right;"><i>Approved</i></p>
11	Eviction Updates
	<p>Board noted the contents of the paper.</p> <p style="text-align: right;"><i>Noted</i></p>
12	Atrium Initiatives
	<p>Board noted the minutes of the Atrium Initiatives Board meeting which took place on 7 September 2022 and that these were an accurate record of the meeting.</p> <p style="text-align: right;"><i>Noted</i></p> <p>Board approved the appointment of SW to the Board of the subsidiary, and the appointment of KT as the Chair of the Board.</p> <p style="text-align: right;"><i>Approved</i></p> <p>Board further noted that there were two individuals who had been identified as potential candidates for membership of the Atrium Initiatives Board and it was agreed that these individuals should be approached to see if they would be interested in joining the board.</p> <p style="text-align: right;"><i>Noted</i></p>
13	Board Members' Sub-Committee Choices
	<p>Board discussed the requirement for Sub-Committees to have two members present in order to achieve a quorum. All nine Board members (excluding the Chair) were then allocated to an agreed Sub-Committee.</p> <p style="text-align: right;"><i>Noted</i></p>

14	Health & Safety
	<p>It was noted that there had been one incident of an injury at work which was not a RIDDOR reportable event. CX noted that the Office H&S Risk Assessment would be updated to include the folding door in the Board room, and that staff would be advised of how to operate this apparatus safely at the all staff briefing session taking place on 28 September.</p> <p style="text-align: right;"><i>Noted</i></p>
15	Applications for Membership
	<p>Board noted that applications for membership received from eight individuals were put to the meeting and the Board approved these.</p> <p style="text-align: right;"><i>Approved</i></p>
16	Any Other Competent Business
	<p>Board had been provided with the details of the GWSF Annual Conference taking place on 28 October 2022 in Glasgow and were asked to contact the CX if they wish to attend.</p> <p style="text-align: right;"><i>Noted</i></p>
	<p>All staff in attendance left the meeting at 6:50 p.m.</p>
8	Chief Executive Probationary Review (confidential item)
	<p>The Chair and Vice Chair advised all present that they had met with the Chief Executive on two separate occasions during her probationary period. In addition, they also sought independent advice and discussed in detail the 6-month probationary period. Following a thorough and detailed discussion with the board, it was agreed that the Chief Executive's probationary period would now be concluded and the Chair and Vice Chair have agreed a number of objectives to be achieved by the Chief Executive and these were outlined to the board.</p> <p style="text-align: right;"><i>Approved</i></p>
17	Date of Next Meeting – Tuesday 25 October 2022 at 6:00 p.m.
	<i>Noted</i>
	<p>The meeting closed at 7:40 p.m.</p>