

ATRIUM HOMES

Minutes of Meeting of the Board held on Tuesday 29 October 2024

At 6:00 p.m. via Zoom

Present: Alistair Reid, Carolyn Hope, Julie Templeton, Dominic O'Donnell, Maureen Gimby, Ron Sharpe, Scott Cunningham

Present (camera off): Ken Tudhope

Attending: Joyce McCroskie (Director of Housing & Community Services, DoHCS), Barry Lees (Director of Property Services, DoPS), Shannon Watson (Chief Executive, CX)

Jennifer Steell (Finance & IT Manager, FM) for Risk Management Training

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	
	Risk Management Training
	FM provided the Board with an update on the key risk management principles and the ways in which Atrium manages the strategic risks which might have a negative impact on the organisation and its ability to provide services to tenants in the long term. Board considered the risk register and how the inherent, residual and target risk scores are arrived at. It considered the three main strategies for managing (reducing where possible) risk to the organisation and ways in which controls and mitigating actions are verified as operating to provide assurance to Board on their effectiveness in reducing risk. FM detailed the development of the operational risk and control registers and Board thanked FM for the work done to date to improve Atrium's risk management reporting.
1	Apologies
	Steven Fraser, Craig Leitch, Alan White
2	Declarations of Interest
	No declarations of interest in business to be discussed were noted.
3	Minutes of Meeting on 24 September 2024
	The minutes of the meeting of the Board held on 24 September 2024 were reviewed and approved. <i>Approved for publication</i>

4	Matters Arising
	<p>a) Board noted that one item remained in progress and an update will be provided to the November meeting by Atrium’s insurance broker.</p> <p style="text-align: right;"><i>Noted</i></p> <p>b) Board noted that Atrium is up to date with all compliance requirements.</p> <p style="text-align: right;"><i>Noted</i></p>
5	Applications for Membership
	<p>Board noted that three 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>
6	Policy Reviews
	<p>Board considered the four governance documents presented to the meeting for approval. These had been approved in November 2021 and had been reviewed with tracked changes for Board to consider.</p> <p>CX noted that these documents had been updated to reflect the latest regulatory updates and industry guidance on good practice describing the role descriptions for Board, Board members and office bearers.</p> <p>Board approved the changes made to the documents.</p> <p style="text-align: right;"><i>Approved</i></p>
7	Amendment of Bank Mandate
	<p>CX noted that, as a mechanism for facilitating the distribution of loan repayment funds to the various loan accounts held with Atrium’s lender, RBS, a current account is in place which is not actively operated by Atrium. The mandate with RBS had been updated for all changes to senior management as they happened, but it transpired that the current account mandate had not been updated by RBS.</p> <p>The mandate on the current account requires to be amended and so Board considered the proposed changes to the signatories and the call-back contacts in accordance with the bank’s detailed specifications which had been included at Appendix 1 to the paper.</p> <p>Board confirmed their agreement with the statements in Appendix 1 and approved the signing and submission of the updated mandate paperwork which had been included as Appendix 2 to the paper.</p> <p style="text-align: right;"><i>Approved</i></p>
8	Internal Management Plan Update
	<p>Board noted the progress made to date on the targets which had been set at the start of the 2024/25 year. Board further noted that three actions are currently behind target, but that progress is still being made on all actions.</p> <p>Board also noted the update on progress made with policies which were required to be reviewed in 2024/25.</p> <p style="text-align: right;"><i>Noted</i></p>

<p>9</p>	<p>Board Appraisal and Competencies Review</p> <p>Board considered the training which had been received by them in 2023/24 and the results of the individual personal review meetings which had been carried out on a one: one basis with the Chair. Board noted that the skills assessment of Board members was generally at least competent in most areas but that RSL Finance remained the competency with the lowest score overall.</p> <p>CX noted that efforts to recruit a new Board member with Finance experience continued, and that external expertise could be brought in when considered necessary in the same way that this was done last year when the budgets and assumptions were independently reviewed.</p> <p>Board considered the results of their assessment of how the Board operates as a group and agreed that generally the Board operates well and guides the Executive Management Team clearly. Board further noted that the strategy for Atrium will be reviewed over the course of the 2025 year and that Board will receive training from a former SHR director in January ahead of the process starting.</p> <p style="text-align: right;"><i>Noted</i></p>
<p>10</p>	<p>Medical Adaptations / Net Zero Update</p> <p>DoPS provided an update to Board on the current position with regards to two key areas of importance for Atrium and its customers.</p> <p>DoPS confirmed that the adaptation funding allocation which would ordinarily be advised to social landlords in April / May of each year had been notified to Atrium on 8 October. The grant requested had been £150k and Atrium has been allocated £44.5k for 2024/25.</p> <p>This grant offer is substantially reduced compared to the £81k of grant received last year and is also well below the cost of the adaptations currently on Atrium’s waiting list which total £54k six months into the year. It was noted that Board will need to consider how the shortfall in this funding will be managed against the needs of our tenants in the future.</p> <p>DoPS provided Board with a briefing on the changes to Scottish social housing standards anticipated as a result of the government’s review of Energy Efficiency and Net Zero standards, which remains in progress. Current proposals centre around a Fabric Standard and a Clean Heating Standard.</p> <p>DoPS set out the challenges currently facing Atrium and the mitigating actions might be taken to improve energy efficiency of our tenants’ homes, while continuing to lobby for funding support to ensure that the changes required do not negatively impact the affordability of rents charged to tenants.</p> <p>Board noted all the updates provided.</p> <p style="text-align: right;"><i>Noted</i></p>
<p>11</p>	<p>Eviction Updates</p> <p>Board considered the updates of actions taken on two eviction cases which had previously been approved, subject to court decree being issued. Board noted the continued attempts by staff to engage with the tenants involved in an effort to avert the need to carry out the evictions.</p> <p style="text-align: right;"><i>Noted</i></p>

12	Complaints, SAR and FOI Q2 2024/25
	Board noted the update provided on complaints received in the quarter and commended staff on ensuring that the target response times were met in all instances. There had been one subject access request in the quarter which had been dealt with within required timescales, and no FOI requests in the quarter. <i>Noted</i>
13	Strategic Risks – emerging risks and changes (standing item)
	Board considered the current strategic risk register which had been included in the papers for the meeting. No additional risks were noted as being required to be recorded on the register and no changes were required. <i>Discussed</i>
14	Health & Safety (Standing Item)
	DoPS confirmed that there were no new matters to report to the meeting. <i>Noted</i>
15	Any Other Competent Business
	<ol style="list-style-type: none"> 1. CX noted that an in-person Board training session was being organised ahead of the planned meeting on 28 January 2025, which would require Board members to attend at 17:30 p.m. <i>Noted</i> 2. CX noted that there were a small number of annual declarations which were due by 31 October 2024 and remained outstanding. CX confirmed that Board members whose declarations were still outstanding would be reminded after the meeting. <i>Noted</i> 3. CX noted that its subsidiary had elected to sell one of its two market rental properties on the open market, and that the sale was expected to complete on 31 October. The subsidiary intends to repay the loan previously advanced to it by Atrium Homes which had assisted with the financing of the original purchase of these two properties, using the funds from the sale. In exchange for full settlement of the loan owed, Board was asked to approve the discharge of security held by Atrium over the two properties. Board approved the signing of the discharge paperwork by a Board member and CX as Company Secretary. <i>Approved</i>
16	Date of Next Meeting – Tuesday 26 November 2024 at 6:00 p.m. via Zoom
	The meeting closed at 7:04 p.m.

Chair:

Date: 26 November 2024