

ATRIUM HOMES

Minutes of Meeting of the Board held on Tuesday 26 October 2021 at 5.30pm via Zoom

Present: Joe Keen, Marie Coyle, Alistair Reid, Ken Stewart, David Sherlock, Ken Tudhope
Jim O'Neill, Carolyn Hope

Attending: Stephen Black, Chief Executive; Celia Taylor, Director of Investment; Joyce McCroskie, Director of Operations; Valerie Wilson Head of Finance & Corporate Services

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

	Declarations of Interest
	The Senior Staff Team declared an interest in Item 8.
1	Apologies Steven Fraser
2	Minutes of the Board meeting of 28 September 2021
	a) The minutes (previously circulated) of the meeting of the Board held on 28 September 2021 at 5.30pm were approved. b) The minutes (previously circulated) of the special meeting of the Board held on 28 September 2021 at 7.15pm were approved. <i>Approved for publication</i>
3	Matters Arising
3.1	Board noted that all action points from previous Board meetings had been completed. The Director of Investment provided a brief update on the Allanvale contract., noting that the contractual issues had been concluded, with challenge. Further details along with Atrium's options will be presented to Investment Sub in November. <i>Noted</i>
3.2	Compliance Report Board noted that Atrium was up to date with compliance requirements. The Chair advised that Board PDR's would be completed this week. <i>Noted</i>
4	Update on Case Previously Approved for Eviction
	Board was presented with background information on a case previously approved for eviction by the Convenors and Chair. Board noted that the eviction action had been postponed because the tenant had begun to engage with Atrium staff and an arrangement had been accepted from the tenant. The position will be closely monitored. <i>Noted</i>

5	Christmas/New Year Office Arrangements
5.1	<p>Board considered and approved the proposal from the Chief Executive to close the office on Thursday 23rd December and re-open on Thursday 6th January 2022.</p> <p>It was noted that staff would utilise their leave entitlement to supplement general and public holidays over the period.</p> <p>Normal out of hours emergency arrangements for tenants will apply.</p> <p style="text-align: right;"><u>Approved</u></p>
6	Membership Applications
6.1	<p>Board approved a membership application made via the Tenant Portal.</p> <p>Details will be placed into the Register of Members and confirmation issued to the individual applicant.</p> <p>Board also noted the impending cancellation of a membership following information that the member had moved on from their registered address, without providing a forwarding address.</p> <p style="text-align: right;"><u>Noted</u></p>
7	Notifiable Event (Confidential Report)
7.1	<p>Board received a paper on a notifiable event created by a confidential matter and noted the position. The Chief Executive will submit the Notifiable Event to the SHR.</p> <p style="text-align: right;"><u>Noted</u></p>
8	Chief Executive Recruitment Update
8.1	<p>Board considered a paper which updated them on progress in recruiting a new Chief Executive.</p> <p>It was noted that we were on schedule and aiming to conduct final interviews on 6th December.</p> <p>Board noted the position.</p> <p style="text-align: right;"><u>Noted</u></p>
9	AOCB
9.1	<p>a) Board membership</p> <p>The Chair reported that we had received an application from a tenant to join the Board. The individual had met with the Chair and Chief Executive and as a consequence, they recommended that Board extends an invitation to attend the next Board meeting as an observer, with a decision on co-option or casual vacancy appointment to be taken thereafter.</p> <p style="text-align: right;"><u>Approved</u></p> <p>b) Eydent Conference</p> <p>The Chair reminded members to register their attendance with the Chief Executive, if they were able to attend.</p> <p style="text-align: right;"><u>Noted</u></p> <p>c) Supply Chain Issues</p> <p>The Chair observed that some organisations had been reporting supply chain issues recently, and queried whether Atrium was impacted. The Director of Investment confirmed that there had been some minor problems with the supply of kitchens and baths, but it was not a widespread problem for us.</p> <p style="text-align: right;"><u>Noted</u></p>

	<p>d) Rent Increase Consultation</p> <p>This topic was introduced to begin early consideration of this important matter. The Head of Finance and Corporate Services confirmed that detailed modelling of options is underway and will be presented to FASSC in November and then refined and presented to Board for consideration.</p> <p style="text-align: right;"><i><u>Noted</u></i></p> <p>e) Resignation</p> <p>The Board heard from Jim O'Neill, who reported that reluctantly and after much deliberation he had decided to retire from the Board for personal reasons. The Chair acknowledged Jim's service to Atrium over the past 16 years, during which he had been Convenor of the Investment Sub-Committee, Vice Chair and Chair of Atrium Homes, and led a vote of thanks to him for his service.</p> <p style="text-align: right;"><i><u>Noted</u></i></p>
13	Date of Next Meeting
	The next meeting will take place on Tuesday 30 November 2021 at 5.30pm

Chair:

Date: