

ATRIUM HOMES

Minutes of Meeting of the Board held on Tuesday 28 April 2020 at 6.00pm Via ZOOM

Present: Joe Keen, Graham Piggott, Jim O'Neill, Ken Stewart, Ken Tudhope, Marie Coyle, Angela Milloy, David Sherlock and Alistair Reid.

Attending: Celia Taylor, Director of Investment; Joyce McCroskie, Director of Operations; Valerie Wilson Head of Finance & Corporate Services; and Shelley Hunter, PA/Corporate Administrator.

Observing: Carolyn Hope and Steven Fraser.

Chair: Joe Keen

The Chair opened the meeting by 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

There were no declarations of interest.

1. Apologies

Apologies were noted from Stephen Black, Chief Executive.

2 Minutes of Previous Meeting

Minutes of the Board Meeting on 31 March 2020 – The minutes (previously circulated) of the meeting of the Board held on 31 March 2020 were submitted for approval.

There being no comments, the Board approved the minutes as an accurate record of the meeting and approved them for publication.

Approved for publication

3 Matters Arising

In response to a question staff advised that the recruitment process for the post of Asset Management Assistant is on hold for the time being due to the Covid-19 crisis.

Board also enquired if the Clydesdale bank matter had been concluded and staff advised that this is also on hold as the bank are only dealing with emergencies at present.

Noted

4 Internal Management Plan 2020-21

The Board considered the internal Management plan.

The disaster recovery procedure and risk registers were discussed and Board requested that these be looked at again in detail as soon as possible on return to normal operations. Board queried the possibility of these items being considered

on a quarterly basis going forward.

There being no further comments or questions, Board approved the Internal Management Plan for 2020-21.

Approved

5 Pensions Update

Board considered the pensions update and discussions took place regarding the formal salary sacrifice exchange scheme. Board queried the exact figures for the national insurance savings and discussed whether the difference should be paid into the employees pension as AVCs or if it should be retained by Atrium.

Board was invited to add salary sacrifice to the range of benefits available to staff under the Flexible Working Lives policy from 1 May 2020 and to agree to apply the employer NIC savings generated by an employee making use of salary sacrifice, to that employee's DC pension pot.

Following in depth discussion, Board approved the above but advised that they would like to see feedback on staff take up for information.

Approved

6 Staffing Matter

6.1 Annual Cost of Living increase

Board was asked to consider the content of the annual cost of living increase report. Board was also reminded that the recent review of Terms and Conditions of Employment (T&C) proposes to amend the RPI link to a CPI link to align with EVH but that these T&C are not yet in force, having been delayed for further discussion on whether we should align to EVH public and general holidays.

Following discussion Board approved a cost of living increase of 1.6%, (October 19 CPI +0.1%) which is the same as was applied by EVH.

Approved

6.2 Terms & Conditions of Employment Update

Board was reminded that at the meeting in February, the revised staff terms and conditions of employment were considered and approved with the exception of 3rd January being a public holiday. The working group were asked to give further consideration to this point and bring an update back to Board.

Board noted that a staff poll supported the working group's recommendation and after discussion and further consideration, Board approved the recommendation of the working group to adopt 3rd January as one of the 15 days public & general holidays.

The Executive Team requested authority to introduce the revised Terms and Conditions of Employment to staff.

Approved

7 Board Review Process

The purpose of this paper was to set the scene for a discussion by Board of its effectiveness review processes, in the context both of the regulatory framework and guidance used by others.

Board was invited to consider its current practices for review of its own effectiveness and for the development of Board members and to determine whether it wishes to make any changes to the processes.

The following comments were made in relation to the EVH guidance on Board appraisals:

- Too lengthy and in depth
- Seems overly complicated
- Could put current and new members off from joining/staying on the Board
- Imposing too much on people

Board agreed that they would prefer to keep the review process as simple as possible, without sacrificing content and outcomes. Staff were referred to systems used by similar organisations and remitted to prepare a form of review which incorporated consideration of overall Board effectiveness, whilst reflecting Board's comments above.

Remit to Staff

8 Impact of COVID–19 on Atrium

The Board considered the COVID–19 report, the purpose of which was to summarise for Board the impact to date of the Covid-19 lockdown on Atrium's business activities.

Board noted the report and further discussions took place on the impact to Atrium from rent loss, the delivery of services including repairs, landscape maintenance and gas servicing.

Whilst noting open area maintenance was being undertaken, Board queried when the garden maintenance scheme for individual gardens was likely to be up and running again. Staff advised that garden maintenance (including communal gardens) for tenants is suspended until further notice, along with other individual, non-emergency services. Staff will be discussing return to "normal" service protocols with all contractors, including JOC as lockdown is eased.

Board noted the position of the above as outlined in the report and noted the report would be submitted to SHR as a position statement.

Noted

9 Any Other Business

On behalf of the Board, the Chair expressed thanks to the Executive Team, and staff team for all their hard work in getting the company working virtually during these challenging circumstances.

10 Date of next meeting – 26 May 2020

The meeting closed at 7.20 pm.

Chair:

Date: