

ATRIUM HOMES

Minutes of Meeting of the Board held on Tuesday 24 September 2019 at 5.45pm in the offices of Atrium Homes, 14 Central Avenue, Kilmarnock

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

Attending: Stephen Black, Chief Executive; Celia Taylor, Director of Investment; Joyce McCroskie, Director of Operations; and Shelley Hunter (Minute Secretary).

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 Marie Coyle.

2. Minutes of Previous Meeting

- 2.1 **Minutes of the Board Meeting on 27 August 2019** – The minutes (previously circulated) of the meeting of the Board held on 27 August 2019 were submitted for approval.

Discussions took place regarding the content of the minutes and it was agreed that going forward the minutes will be anonymised.

It was agreed that the minutes of the meeting on 27 August will be anonymised before being signed off for publication by the Chair.

Approved for publication following revision

3. Minutes of Special Board Meeting of 27 August 2019

- 3.1 The minutes of the special Board meeting on 27th August 2019 were approved as an accurate record.

Approved for Publication

4. Matters Arising

- 4.1 **Board Actions** – Actions taken to progress previous Board decisions were noted.

Staff gave an update on the position with Atrium's Internal Auditor, Alexander Sloan and advised that the reports have now been received and will be considered at the next Executive team meeting.

Noted

5 First Annual Assurance Statement

- 5.1 A new regulatory requirement for all RSLs is to submit an Annual Assurance Statement to the Scottish Housing Regulator on an annual basis. The first such Assurance Statement is due to be submitted by 31 October 2019.

The report contained the proposed wording for the Annual Assurance Statement which was determined by the internal working group, and amended after Board discussion. Board was invited to approve the wording and authorise the Chair to sign it and submit it to the Scottish Housing Regulator.

As an organisation committed to continuous improvement, Atrium Homes has embraced the self-assurance process, and it is the judgement of the Board of Directors of Atrium Homes that we have appropriate assurance we materially comply with

- *all relevant regulatory requirements set out in Chapter 3 of the Regulatory Framework*
- *all relevant standards and outcomes in the Scottish Social Housing Charter*
- *all relevant legislative duties*

This judgement extends to our wholly owned subsidiary Atrium Initiatives. This judgement is to the best of the Board's knowledge and belief, based on a range of factors including, internal review of background information and reports presented to the Boards of Atrium Homes and Atrium Initiatives on an ongoing basis, supplemented by independent reviews conducted by internal and external auditors.

Board members commented that the statement was very positive and reflects the work that has gone into the organisation over the last 2 years.

Discussions took place on whether the statement should immediately go into the public domain or not and staff advised that they will make enquiries to find out the best course of action.

Board approved the Annual Assurance Statement and authorised the Chair to sign it and submit it to the Scottish Housing Regulator.

Approved

6 Freedom of Information update

- 6.1 Board was reminded that as a consequence of the reclassification of registered social landlords as public bodies, the Freedom of Information (S) Act 2002 will apply to Atrium Homes from 11 November 2019.

Discussions took place on why Initiatives information is being included when it is not a requirement. Members questioned if this could lead to requests for further information that we are not required to release. Staff advised that Initiatives provides core services to Homes and its customers and its registration for these purposes is appropriate. Factoring is excluded from the remit of the legislation and we are not obliged to publish or provide information. However, operationally we have always complied with Property factors legislation and would continue to do so.

Board was invited to note the contents of the paper, including how we propose to administer FOI requests and in particular:

- The Guide to Information, including the charges to be applied

- The Model Publication Scheme

Board approved the Guide to Information, the charging scheme and the model publication scheme.

Approved

7 Finance Report

- 7.1 **30 Year Financial Projections – Updated for Homes Fit for 21st Century Living Standard** – The updated 30 year Financial Projections were presented for information.

Staff gave an update on the recruitment process for the new Head of Finance and Corporate Services post.

There being no comments or questions, Board noted the updated 30 Year Financial Projections.

Noted

- 7.2 **Treasury Management Report to 30 June 2019** – The Treasury Management report was presented for approval.

Board was invited to note the contents of the report and to approve:

1. The transfer of the additional funds to the new 120 day deposit account being established, and
2. The drawdown of the £3m revolving credit facility

Following discussion Board approved the drawdown of £3 million pre 31 October 2019 and the transfer of £1 million from the Virgin account to the new Clydesdale bank deposit account.

Approved

- 7.3 **Nationwide Deposit Account Housekeeping** – As part of handover preparations for a staff member leaving, staff are reviewing bank account holders and making arrangements to transfer signatories. This will also be consistent with changes to the Financial Regulations approved in November 2018.

Board was invited to approve that [REDACTED] be added as signatories to the Nationwide deposit account.

Approved

8 Operations Report

- 8.1 **Evictions Update** – Board was invited to note the action taken on the previously approved eviction.

Noted

9 Scottish Housing Association Pensions Scheme (SHAPS) Revaluation Implications

- 9.1 Board was reminded that Atrium Homes is a member of the Scottish Housing Association Pension Scheme (SHAPS).

Board was asked to consider the content of the report and to approve that the pensions working group be re-established on the remit outlined in the report.

Following discussion, Board agreed to re-establish the working group with the previous members and another member of staff yet to be determined.

Approved

10 Policies for Review

10.1 **Board Membership Policy** – Board approved the reviewed Board Membership Policy.

Approved

11 Initiatives Report

11.1 **Minutes of the Initiatives Board Meeting of 10 September 2019** – The Minutes of the Initiatives Board meeting were presented for information.

Following discussion regarding staffing and recruitment, Board noted the minutes.

Noted

11.2 **Confirmation of Chair of Initiatives** – Board was asked to confirm that Ken Stewart be appointed as Chair of Atrium Initiatives for another year.

Approved

12 Board Training

12.1 There was a report detailing upcoming training opportunities for Board.

If any member was interested in attending any of the events, they were advised to contact the Corporate Administrator.

13 Eydent

13.1 **Minutes of Meeting of 13 May 2019** – The Board noted the minutes of the Eydent Meeting held on 13 May 2019.

Noted

13.2 **Conference** - Board were reminded that the Eydent conference is scheduled for 24 October 2019 at Seamill Hydro Hotel. Members were asked to confirm their workshop choices as soon as possible to the Corporate Administrator.

Noted

14 Any Other Business

Company Membership Review – Staff advised that a review of members of the company is underway. A letter was sent to all members last week asking them to re-affirm their membership interest.

The meeting closed at 7.15pm

Chair:

Date: