

ATRIUM HOMES

Minutes of Meeting of the Board held on Tuesday 27 August 2019 at 5.00pm in the offices of Atrium Homes, 14 Central Avenue, Kilmarnock

Present: Joe Keen, Graham Piggott, Marie Coyle, Ken Stewart, Alistair Reid, Carolynne Kelly and Angela Milloy

Attending: Stephen Black, Chief Executive; Celia Taylor, Director of Investment; Joyce McCroskie, Director of Operations; Tom Jessop, Head of Corporate Services 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 in any of the matters on the .

1. Apologies

Apologies were noted from Jim O'Neill, David Sherlock, Hugh McIntosh and Brian Woods

2. First Annual Assurance Statement

Staff were absent for this discussion and the minute was prepared by the Chair.

Board discussed our preparations for the submission of the Atrium Assurance Statement, having reviewed the reports and outputs from the special Working Group.

Board agreed that we have appropriate assurance that Atrium Homes does materially comply with all relevant regulatory requirements; all relevant standards and outcomes in the Scottish Social Housing Charter; and all regulatory legislative duties.

It was agreed that we would publish Board Minutes including those of Atrium Initiatives, but not the associated reports, as soon as possible after they have been approved. These minutes should not include acronyms, typing or spelling errors and any proposals for redaction of the content should be agreed by the Board before publication.

It was agreed that, while the Assurance Statement should state that we believe there are no areas of non-compliance, it should also contain the observation that the Assurance Process has identified areas for improvement, which will continue to be addressed.

The final version of the Assurance Statement is to be approved at the Board Meeting on the 24th September.

3. Minutes of Previous Meeting

3.1 **Minutes of the Board Meeting on 25 June 2019** – The minutes of the meeting of the Board held on 25 June 2019 were presented for approval.

3.2 It was noted that there was a spelling correction required for a Board member's name.

3.3 Board approved the minutes as an accurate record.

Approved

4. Matters Arising

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

Noted

5 Pre Annual General Meeting Statement of Compliance

Article 60 of Atrium's Articles of Association requires the company secretary to confirm a number of matters to the Board, in writing, at the last meeting prior to the AGM.

The company secretary confirmed in his written statement that to the best of his knowledge and belief, Atrium has complied with the terms of the Articles 56 to 59 of the Articles of Association.

Noted

6 Investment Report

6.1 **Minutes of the Investment Sub Committee meeting of 19 August 2019** – The minutes of the Investment Sub Committee meeting were presented for information.

The key points were highlighted and an update given in relation to the following items:

Item 7.2 - Busbie Gardens Common Room – the prices returned were well in excess of expectations and staff will report back to Board for approval once they have received a more competitive price.

Item 7.5 - Alwurk Electrics have agreed to carry out the remaining periodic tests and have agreed to start the works week commencing 6th September.

Noted

6.2 **Award of New Farm Loch External Wall Insulation Works Contract** – The report was presented and Board was asked to approve the following:

- to approve Atrium Homes' contribution of £202,607.08
- to appoint the Energy Agency to act as Client's Agent for the External Wall Insulation Works.
- Thereafter, for the Energy Agency to appoint AC Whyte as main contractor through the SPA Framework.

Following consideration, Board approved the Award of New Farm Loch External Wall Insulation Works Contract as indicated.

Approved

7 Finance Report

- 7.1 Minutes of the Finance, Audit & Staffing Sub Committee Meeting of 19 August 2019** The minutes of the Finance, Staffing & Audit Sub Committee meeting were presented for information.

Staff advised that the Treasury Management report had not been available for this meeting but will be presented at the meeting in September.

It was highlighted that a Board member's name had been spelt incorrectly.

Noted

- 7.2 Financial Performance Report to 30 June 2019** - The Financial Performance Report to 30 June 2019 was presented. This had previously been considered and approved at the FA&S Sub Committee meeting on 19 August 2019.

Staff highlighted the key points of the report and sought questions from the Board. Following this Board noted the content of the report

It was noted that the report had the wrong agenda item number. It said 4b and should be 7b.

Noted

- 7.3 Management Accounts to 30 June 2019** –The Management Accounts to 30 June 2019 were presented.

Board noted the Management Accounts to 30 June 2019.

Noted

- 7.4 Treasury Management Policy Review** –The updated Treasury Management Policy Review was presented for approval, having previously been considered. and approved at the FA&S Sub Committee meeting on 19 August 2019.

There were no comments or questions, the policy review was approved.

Approved

- 7.5 Use of Settlement Agreements Policy** – The use of Settlement Agreements policy was presented to Board for approval.

After discussion, it was agreed that the policy should be amended to reflect that the Chair and Convenor of the Finance, Audit and Staffing Sub-Committee shall have delegated authority from the Board to control and authorise the monetary value of any settlement agreement.

Subject to this amendment the Use of Settlement Agreements Policy was approved.

Approved

8 Operations Report

- 8.1 Minutes of the Operations Sub Committee meeting of 15 August 2019** – The minutes of the Operations Sub Committee Meeting were presented for information.

Board noted the content of the minutes

Noted

- 8.2 **New Cases Where Eviction is Being Pursued** - Staff presented a new case where eviction was being sought.

Following discussion, Board noted the content of the report and the actions taken by staff and approved the eviction.

Approved

9 Board Training

- 9.1 The Board training report was presented.

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

- 9.2 **Board Personal Development Reviews Report** – Board were informed that the Personal Development reviews were underway and almost complete.

Noted

10 Eydent

- 10.1 The Eydent conference is scheduled for 24 October 2019

Noted

11 Any Other Business

- 11.1 **Board Membership** - Board approved that David Grant be invited to join the Board.

Approved

Board noted that Hugh McIntosh and Carolynne Kelly have resigned from the Board in advance of the AGM.

Noted

- 11.2 **Staffing** – Board was reminded that Tom Jessop, Head of Finance and Corporate Services will be leaving the company in September and therefore this will be his last Atrium Board meeting. Staff and Board thanked Tom for his contribution to the company and wished him well for the future.

The meeting closed at 7.00pm

Chair:

Date: