

**Minutes of Shire Audit Committee Meeting  
Held on 9 October 2024  
at 18:00pm via Microsoft Teams Application**

**PRESENT:** H Carr, L Gallacher, B Cuthbertson, L Logan, R Morris

**CONVENOR:** H Carr

**IN ATTENDANCE:** J Munro (Chief Executive, CE)  
C Donnelly (Director of Corporate Services, DCOR)  
C Tamagini (Internal Auditor, Wylie & Bisset (WBG))

**APOLOGIES:** None

**ABSENT:** None

The meeting commenced at 18:00.

**Election of Audit Committee Convenor**

In line with the Association's Rules, the Audit Committee is required to elect its Convenor.

H Carr was nominated by L Gallacher. H Carr confirmed that he was willing accept the role of Convenor. As there were no other nominations or objections the Audit Committee duly elected H Carr as Convenor.

**The Convenor welcomed members, and C Tamagini of WBG, to the meeting.**

Item		Action
<b>1.0</b>	<b>Formal Business</b>	
1.1	<u>Apologies</u> No apologies were received.	
1.2	<u>Declaration of Interest</u> None.	
1.3	<u>Minutes of the Meeting Held on 18 June 2024</u> The Convenor presented the minutes of the meeting and invited comment or corrections.  <b>The Audit Committee agreed the minute as a true and accurate record of the meeting held on 18 June 2024.</b>	
1.4	<u>Action Plan</u> - <b>Item 2.1 – Gas Maintenance Review</b> The Audit Committee requested that the Asset Manager explore the concept of an 'Annual Maintenance Day' and provide feedback on this to the committee.  <b>The Audit Committee noted the contents of the Action Plan.</b>	<b>AM</b>

Item		Action
1.5	<u>Matters Arising</u> None.	
1.6	<u>Notifiable Event</u> None.	
<b>2.0</b>	<b>Items Requiring a Committee Decision</b>	
2.1	<u>Internal Audit Reports – Voids and Allocations</u> The DCOR confirmed that the review of Voids and Allocations were in line with the Association’s Audit plan. The DCOR introduced C Tamagini to present the audit reports.  <p>➤ Voids</p> C Tamagini presented the findings of the Internal Audit report and confirmed that the Association received a “Strong” assurance grading. Two low level recommendations were made and there were five areas of good practice highlighted. The Audit Committee noted that comparative benchmarking data shows that the average number of recommendations in similar audits comprised of one medium grade and two low grade recommendations. The Audit Committee noted that the two low level recommendations related to the Void Policy, which is due for review next year. <p>➤ Allocations</p> C Tamagini presented the findings of the Internal Audit report and confirmed that the Association received a “Strong” assurance grading. No recommendations were made and there were five areas of good practice highlighted. The Audit Committee noted that comparative benchmarking data shows that the average number of recommendations in similar audits comprised of one low grade recommendation. <p>C Tamagini thanked Shire staff for their help and co-operation during the audits.</p> <p><b>The Audit Committee noted the content of the report and its recommendations.</b></p> <p><b><i>The Audit Committee thanked C Tamagini for her attendance. C Tamagini left the meeting at this point.</i></b></p>	
2.2	<u>Review of Assurance Map to support October 2024 Annual Assurance Statement</u> The DCOR presented the report to the Audit Committee and confirmed that the submission deadline for the Assurance Statement is 31 October 2024.  The Audit Committee discussed the content of the document and agreed that the associated evidence was robust and factual and thanked those	

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	<p>involved in the production of the Assurance Map. There was agreement that the document evidences regulatory compliance.</p> <p>The Audit Committee noted that the Scottish Housing Regulator has asked landlords to include specific assurance around tenant and resident safety within the Assurance Statement. The DCOR confirmed that this has been included in the draft.</p> <p>The CE confirmed that the Association has now received a formal notification of funding from the Scottish Government for Aids and Adaptations. £41,000 has been allocated, a 40% reduction on last year's grant. The Audit Committee noted that the Risk Map will be updated accordingly.</p> <p>The DCOR confirmed that the Assurance Map provides information of planned events in the year ahead which will provide additional assurance.</p> <p><b>The Audit Committee reviewed the draft Assurance Map, which supports the Assurance Statement, and agreed that it be presented to the Board for consideration and approval. Committee Members agreed that the Assurance Map evidences regulatory compliance, and subject to minor adjustments be presented to the Management Board in October 2024.</b></p>	SMT
2.3	<p><u>Review of Risk Map</u></p> <p>The DCOR presented the report to the Board.</p> <p>As discussed under Item 2.2; the Association has now received a formal award letter from the Scottish Government, allocating £41,000 of Aids and Adaptations funding. The Risk Map will be updated accordingly to reflect this.</p> <p><b>The Audit Committee approved the updated Risk Map as reflecting the Association's current risk status, subject to the amendment around Aids and Adaptations funding.</b></p>	
2.4	<p><u>Internal Audit Tender Process</u></p> <p>The DCOR presented the report to the Audit Committee. The purpose of the report was to discuss Audit Committee involvement in the Internal Audit tender process.</p> <p>The Audit Committee noted that the existing internal audit contract comes to an end on 31 March 2025.</p> <p>The DCOR confirmed that the current auditors have been in place for 8 years, with the last tender taking place in early 2020. The contract was for three years and included provision for an additional two years of extension.</p>	

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	<p>The Audit Committee agreed that the price/quality ratio for the tender will be 30/70.</p> <p>The Audit Committee noted that the DCOR will prepare the brief and advertise the tender in due course.</p> <p>L Gallacher, L Logan, B Cuthbertson and H Carr confirmed that they wish to be involved in the shortlisting process. It was agreed that the DCOR will circulate dates for interviews nearer the time.</p> <p><b>The Audit Committee considered the content of the report and agreed which Audit Committee members will be involved in the tender process.</b></p>	<p><b>DCOR</b></p> <p><b>DCOR</b></p>
<b>3.0</b>	<p><b>Items for Discussion</b></p> <p><u>None.</u></p>	
<b>4.0</b>	<p><b>Reports for Information Only</b></p>	
<b>4.1</b>	<p><u>Information Requests</u></p> <p>The DCOR presented the report to the Audit Committee, confirming that one new Freedom of Information Request, and no new Subject Access Requests, have been received since the last report in June 2024.</p> <p><b>The Audit Committee noted the content of the report.</b></p>	
<b>5.0</b>	<p><b>AOCB</b></p> <p><u>None.</u></p> <p><b>Date of Next Meeting:</b></p> <ul style="list-style-type: none"> <li>• Late February/early March 2025</li> <li>• Venue: remotely</li> </ul> <p>Meeting Concluded at 19.20</p> <p>I confirm this Minute is a true and accurate record of the meeting: -</p> <p>Convenor _____</p>	
<b>6.0</b>		