

**Minutes of Shire Audit Committee Meeting
Held on 5 September 2023
at 18:00pm via Microsoft Teams Application**

PRESENT: H Carr, L Gallacher, R Morris, S Roberts

CONVENOR: H Carr

IN ATTENDANCE: J Munro (CE), C Donnelly (DCOR)

The meeting commenced at 18:00.

Item		Action
1.0	Formal Business	
1.1	<u>Apologies</u> None.	
1.2	<u>Declaration of Interest</u> None.	
1.3	<u>Minutes of the Meeting Held on 20 June 2023</u> The Convener presented the minutes of the meeting and invited comment or corrections. The Audit Committee agreed the minute as a true and accurate record of the meeting held on 20 June 2023.	
1.4	<u>Action Plan</u> The action was reviewed as on schedule. The Audit Committee noted the contents of the Action Plan.	
1.5	<u>Matters Arising</u> None.	
1.6	<u>Notifiable Event</u> None.	
2.0	Items Requiring a Committee Decision	
2.1	<u>Review of Assurance Map to support October 2023 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 2023. The Audit Committee discussed the document's content and agreed that the associated evidence was robust and factual and thanked those involved in the production of the Assurance Map. There was agreement that the document evidences regulatory compliance.	

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	<p>The Audit Committee requested that minor adjustments are made to the Assurance Map prior to it being presented to the Board at the October 2023 meeting.</p> <p>Given the recent issues with Reinforced Autoclaved Aerated Concrete (RAAC) in schools across the country, the CE advise that the Association will be proactive in surveying a sample of relevant property types to establish whether any issues exist within the Association’s stock. The CE advised that there are no known issues at present, but should this change, both the Assurance Map and Risk Map will be updated to reflect this. The Audit Committee welcomed the Association’s proactive approach. An update will be given at the October 2023 Board meeting.</p> <p>The CE advised that the Scottish Housing Regulator is considering producing a human rights’ thematic to support Associations and Boards to produce and review relevant evidence in this area.</p> <p>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 2023. An update on RAAC will also be provided at the October 2023 meeting.</p>	<p>SMT</p> <p>SMT</p> <p>SMT</p>
2.2	<p><u>Review of Risk Map</u> The DCOR presented the report to the Board.</p> <p>The Audit Committee noted that RAAC is covered by existing risks for the time being. Should this become a specific risk the map will be updated accordingly.</p> <p>The Audit Committee noted that more significant changes are likely to be reflected in the next review – particularly in relation to ESSH requirements once ESSH2 is published.</p> <p>The Audit Committee approved the updated Risk Map as reflecting the Association’s current risk status.</p>	
3.0	<p>Items for Discussion <u>None.</u></p>	
4.0 4.1	<p>Reports for Information Only <u>Information Requests</u> The DCOR presented the report to the Audit Committee, confirming that there have been no Subject Access Requests and one Freedom of Information Request since the last report in June 2023. All information requests were responded to within the required timescales.</p>	

Item		Action
<p>4.2</p> <p>5.0</p> <p>5.1</p> <p>6.0</p>	<p>The Audit Committee noted the content of the report.</p> <p><u>Update on Health and Safety Action Plan</u> The CE presented the report to the Audit Committee and advised that most actions are now complete.</p> <p>The CE advised that Board members will be asked to physically sign the Health and Safety Policy Statement at the post-AGM Board meeting.</p> <p>The Audit Committee noted that ACS will deliver Health and Safety training to Board members at the September 2023 meeting.</p> <p>AOCB</p> <p><u>Election of Convenor of the Audit Committee</u> The Audit Committee noted that the Convenor will be elected at the first meeting of the Audit Committee following the Annual General Meeting.</p> <p>Date of Next Meeting:</p> <ul style="list-style-type: none"> • Date: proposed November 2023 • Venue: remotely <p>Meeting Concluded at 18.40</p> <p>I confirm this Minute is a true and accurate record of the meeting: -</p> <p>Convenor_____</p>	