

**Minutes of Shire Audit Committee Meeting
Held on 20th June 2023
at 18:00pm via Microsoft Teams Application**

PRESENT: L Gallacher, A Rae, S Roberts

CONVENOR: L Gallacher

IN ATTENDANCE: J Munro (CE), C Donnelly (DCOR), M Scott (AM),
L McCurdy (Minute Secretary), G Gillespie (Wylie + Bisset),
S Beattie (Chiene + Tait)

The meeting commenced at 18:00.

L Gallacher took the place of Convenor in absence of the Audit Convenor, H Carr.

The agenda items were discussed in the following order:

1.1 to 1.6, 2.4, 2.2, 2.3, 3.1, 4.1, 5.0, 6.0, and 2.1.

M Scott left the meeting at 18:10 after presenting item 2.4.

S Beattie (Chiene + Tait) joined the meeting at 18:03 and presented items 2.2 and 2.3 from 18:10 to leaving the meeting at 18:33.

G Gillespie (Wylie + Bisset) joined the meeting at 18:47 and presented item 2.1 until leaving the meeting at 18:52.

| Item | | Action |
|------------|--|--------|
| 1.0 | Formal Business | |
| 1.1 | <u>Apologies</u> H Carr and R Morris. | |
| 1.2 | <u>Declaration of Interest</u> None. | |
| 1.3 | <u>Minutes of the Meeting Held on 22nd March 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 22nd March 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. | |

| Item | | Action |
|------------|---|-----------|
| 1.6 | <u>Notifiable Event</u> None. | |
| 2.0 | Items Requiring a Committee Decision | |
| 2.1 | <u>Internal Audit – Annual Report 2022/23</u> | |
| | <p>G Gillespie from Wylie + Bisset presented the Internal Audit Annual Report for 2022/23 to the Audit Committee. The auditors, W+B, were satisfied the Association has adequate and effective risk management, controls, and governance processes to manage its achievement of the Association’s objectives at the time of the audit work. The Association has proper arrangements to promote and secure value for money.</p> <p>G Gillespie added that a “private session” meeting was held with the Audit Convenor, H Carr, last week. No matters arose from said meeting.</p> <p>The Audit Committee noted the contents of the report.</p> | |
| 2.2 & | <u>CT Audit Summary Report and Letter of Representation</u> | |
| 2.3 | <p>S Beattie, Audit Manager from Chiene + Tait presented the findings of the external audit to the Audit Committee.</p> <p>The DCOR presented the draft audited financial statements for 2022/23. A discussion took place about the Draft Financial Statements and the findings of the audit.</p> <p>Discussions were held on implementing sustainability reporting, anticipated to be required in the future.</p> <p>The Audit Committee noted the Draft Financial Statements and the findings of the audit from CT. The financial statements were recommended for approval, together with approval of the Representation Letter for signing by the Management Board at its meeting on 28 June 2023. Electronic signing will take place on Thursday 29 June 2023.</p> | |
| 2.4 | <u>ACS – Health & Safety Audit</u> | |
| | <p>The AM presented the report to the Audit Committee. The purpose of the report was to present ACS Health & Safety Management Systems Audit Report to the Audit Committee. The AM advised that an Action Plan had been created and implemented following good practice recommendations highlighted in the H&S Audit report. The Action Plan and progress in implementing will be presented at the next meeting. The AM advised that at the time of the meeting, the recommendations on the Action Plan were 50% complete, with the aim of 100% completion expected by the next Audit Committee meeting.</p> <p>The Audit Committee noted the contents of the report.</p> | |
| | | AM |

| Item | | Action |
|------------------------------|--|--------|
| <p>3.0</p> <p>3.1</p> | <p>Items for Discussion</p> <p><u>Update on performance of IT service provider</u></p> <p>The DCOR presented the report to the Audit Committee. The purpose of the report was to present an update on the performance of the IT service provider.</p> <p>The Audit Committee noted the contents of the report.</p> | |
| <p>4.0</p> <p>4.1</p> | <p>Reports for Information Only</p> <p><u>Information Requests</u></p> <p>The DCOR presented the report to the Audit Committee. The purpose of the report was to inform the Audit Committee of the volume and frequency of information requests. One request was received since the last report in March 2023.</p> <p>The Audit Committee noted the content of the report.</p> | |
| <p>5.0</p> | <p>AOCB</p> <p>1. A Rae to liaise with V Gregory for IT update.</p> | |
| <p>6.0</p> | <p>Date of Next Meeting:</p> <ul style="list-style-type: none"> • Date: proposed Tuesday 5th or Wednesday 6th September to consider Assurance Statement evidence prior to submission at the end of October 2023 • Venue: remotely <p>Meeting Concluded at 18.54</p> <p>I confirm this Minute is a true and accurate record of the meeting: -</p> <p>Convenor_____</p> | |