

**Minutes of Shire Audit Committee Meeting Held on 23 August 2022
at 6.00 pm via Microsoft Teams Application**

PRESENT: H Carr, L Gallacher, A Rae, S Roberts (Vice Chair)

CONVENOR: H Carr

IN ATTENDANCE: J Munro (Director), C Donnelly (Head of Corporate Services), J Allison (Head of Housing), M Scott (Asset Manager), J Ward (Director of Asset Management, Barrhead Housing Association), J McLelland (Minute Secretary)

The meeting commenced at 6.00 pm.

The Convenor welcomed members and attendees to the meeting.

Item		Action
1.0	Formal Business	
1.1	<u>Apologies</u> R Morris.	
1.2	<u>Declaration of Interest</u> None.	
1.3	<u>Minutes of the Meeting Held on 22 June 2022</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 22 June 2022.	
1.4	<u>Action Plan</u> The Audit Committee noted the contents of the Action Plan.	
1.5	<u>Matters Arising</u> None.	
1.6	<u>Notifiable Event</u> None.	
	<i>Item 2.3 was taken at this point</i>	
2.0	Items Requiring a Board Decision	
2.1	<u>Peer Review of Gas Servicing and Maintenance Arrangements</u> The Convenor welcomed James Ward, Director of Asset Management at Barrhead Housing Association, who presented the findings of the peer	

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2.2	<p>review. J Ward confirmed that as part of the review, existing measures, policies, and procedures were examined and overall, it was established that the Association have a robust framework and good practices in place to monitor gas safety compliance. J Ward summarised the key recommendations from the review to achieve best practice, which have been incorporated into the Action Plan created by the Head of Housing.</p> <p>The Audit Committee discussed the findings and agreed that contingency planning, ensuring adequate staff resources, and having a system led process all play a pivotal role in the efficacy of the gas servicing process.</p> <p>J Ward explained the concept of an 'Annual Maintenance Day'. It was agreed that this is something that the Association will consider.</p> <p>The Audit Committee and Senior Management Team thanked J Ward for his time and assistance during the peer review process.</p> <p><i>J Ward left the meeting at this point.</i></p> <p>The Head of Housing (HH) presented the Action Plan to the Audit Committee.</p> <p>The Audit Committee discussed the cost-of-living crisis and the impact that this may have on tenants and their capability to have credit in their meters to allow for gas servicing to be carried out. The HH advised the Audit Committee of the actions being taken by the Customer Services Team, specifically the Community Engagement Coordinator, to help tenants during this difficult time.</p> <p>The Audit Committee requested that the Performance Report contains details of the number and outcome of capped meters going forward.</p> <p>The Audit Committee noted the contents of the Peer Review Report and approved the associated Action Plan.</p> <p><u>Review of Assurance Map to support October 2022 Assurance Statement</u></p> <p>The Director (DIR) presented the report to the Audit Committee and confirmed that the submission deadline for the Assurance Statement is 31 October 2022.</p> <p>The Audit Committee agreed that the document and associated evidence was robust and factual and thanked those involved in the production of the Assurance Map.</p> <p>The Audit Committee reviewed the draft Assurance Map, which supports the Assurance Statement, and agreed that it be presented</p>	<p>SMT</p> <p>HH</p>

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2.3	<p>to the Board for approval at either the September or October 2022 meeting.</p> <p><u>Review of Risk Map</u> The Head of Corporate Services (HCOR) presented the report to the Audit Committee.</p> <p>The Audit Committee requested the following amendments:</p> <ul style="list-style-type: none"> • Add narrative contained in Section 2.1, around deterioration of quality of properties caused by tenants not heating their homes, to Section 3.1. • Section 2.1 – rent affordability – extend this narrative to explicitly mention rent collectability and pressure on staff resource. <p>The Director (DIR) advised that staff resources will continue to be monitored going forward.</p> <p>The Audit Committee approved the plan as reflecting the Association’s current risk status, subject to the above amendments.</p>	HCOR
3.0	<p>Items for Discussion None.</p>	
4.0	<p>Reports for Information Only</p>	
4.1	<p><u>Information Requests</u> The Head of Corporate Services (HCOR) presented the report to the Audit Committee, confirming that there have been no Subject Access Requests and two Freedom of Information Requests received since the last report in June 2022. All information requests were responded to within the required timescales.</p> <p>The Audit Committee noted the content of the report.</p>	
4.2	<p><u>Verbal update on Barbieston Road</u> The Director (DIR) advised that [FOISA Status – Exempt under Section 33 (Commercial Interests and the Economy)]. The DIR confirmed that he continues to keep the Scottish Housing Regulator abreast of the situation, and that they are comfortable with the course the Association has followed.</p> <p>The Audit Committee noted the verbal update.</p>	
4.3	<p><u>Verbal update on Maintenance Contracts</u> The Head of Housing (HH) provided the Audit Committee with a verbal update on the Maintenance Contracts. The Audit Committee noted that a full report will be presented to Board at the August 2022 meeting.</p>	

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	<p>The HH advised that, due to poor performance, an improvement plan has been put in place with Everwarm.</p> <p>The HH advised that the gas service run is almost 95% complete, with James Frew providing all gas servicing and repairs. The Audit Committee noted that the Association continues to liaise with Addleshaw Goddard in terms of the Notice of Novation and potential next steps. The HH confirmed that the McGill Group has not yet formally gone into administration. The Audit Committee noted that the Scottish Housing Regulator (SHR) are being kept abreast of the situation.</p> <p>The Audit Committee noted the verbal update.</p> <p>5.0 AOCB None.</p> <p>6.0 Date of Next Meeting: TBC – propose early November Venue: remotely</p> <p>Meeting Concluded at 19.30</p> <p>I confirm this Minute is a true and accurate record of the meeting: -</p> <p>Convenor _____</p>	