

CLYDESDALE HOUSING ASSOCIATION LIMITED

Minute of the Audit & Risk Sub-Committee meeting held in the Association's office at 39 North Vennel, Lanark and via video conferencing on Wednesday the 11th of June 2025 at 5.30pm.

Present	Brian McNally Hazel Galbraith John Lockhart, Sub-Committee Chair Lesley McDonald (Teams) Gabrielle McElhinney
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In Attendance	Chief Executive (CEO) Finance Manager (FM) Teams Elaine McIvor Corporate Services Assistant (CSA) minute
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A quorum was achieved.

1. Apologies

There were no apologies.

2. Approval of Previous Meeting Minutes & Matters Arising

The minute of the Audit & Risk Sub-Committee meeting held on the 26th of March 2025 were checked for accuracy and approved by the Audit & Risk Sub-Committee.

As per section 62 of the Association's rules, the Sub-Committee Chairperson authorised the CSO to insert their electronic signature as conclusive evidence that the minute of the meeting held on the 26th March 2025 are a true record of the proceedings at that meeting.

There were no matters arising.

Agreement on Items for AOCB

The Sub-Committee Chairperson asked the Sub-Committee if they had any items, they wished to discuss under AOCB. The Sub-Committee had no items for discussion.

3. Conflicts of Interest

There were no conflicts of interests

4. Notifiable Events

The CEO presented the report to the Sub- Committee. They advised that the report presents details of current and Notifiable Events for assurance oversight and consideration purposes. The CEO had no further updates to report.

- i) The Audit & Risk Sub-Committee considered the report and agreed that the actions of the Association have been satisfactory in relation to Notifiable Events.

5. Internal Audit Update

The CEO presented the report to Sub-Committee. They advised that the purpose of the report is to provide an update on CHA's internal audit activity so far in 2025/26 for assurance purposes. The CEO highlighted:

- Cyber Security Audit
- Recommendation 1: Penetration Testing
- Recommendation 2: Reconciliation of Shared IT Responsibilities – Low Grade
- Planned Action

The CEO explained the audit was very positive and raised several areas of good practice.

Committee discussed:

- Cyber Security Contractors
- Sharepoint Migration
- Penetration Testing
- Timescale
- Cyber Essentials and Cyber Essentials Plus
- Supply Chain Cyber Security requirements

- i) The Audit and Risk Sub-Committee noted the content of the report and determined the actions of the Association is satisfactory in relation to Internal Audit for assurance purposes.

6. Actions from Previous Audit & Risk Sub-Committee Meetings

The CEO presented the report to Sub Committee. They advised that the purpose of the report is to ensure that items identified for action at Management Committee and Audit Sub-Committee meetings are a) followed up on, and b) reported to Committee to confirm the follow up. The CEO advised Committee that they had no further updates on the report.

- i) The Audit & Risk Sub-Committee considered the Actions from Previous Meetings Report and agreed progress is satisfactory.

7. Risk Management Update

The CEO presented the report to the Sub-Committee. The CEO advised that the purpose of the report was to identify, measure and report on activity for controlling Strategic and Operational Risks facing the organisation. The CEO highlighted the updates. Committee discussed:

- The Risk Map Scoring
- Winter Fuel Allowance

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| i) The Audit & Risk Sub-Committee considered the update to the Associations Strategic and Operational Risk Maps. |
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8. 2025 Annual Assurance Statement Proposals

The CEO presented the report to the Sub-Committee. The CEO advised the purpose of the report is to:

- Present proposals for enhancing CHA's approach to self-assessment and reporting for the 2025 Annual Assurance Statement (AAS) in accordance with the Scottish Housing Regulator's (SHR) guidance.
- Present proposals for appointing a consultant to prepare an independent assurance report to CHA's Management Committee.

The CEO gave an overview of the report.

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| i) The Audit & Risk Sub-Committee considered the report and the proposals for enhancing CHA's approach to Annual Assurance Statement self-assessment and reporting. |
| ii) The Audit & Risk Sub-Committee determined that the proposals for Annual Assurance Statement self-assessment and reporting contained in the report represented satisfactory measures for providing the necessary levels of assurance in this area. |
| iii) The Audit & Risk Sub-Committee decided on which approach it wished to take to Annual Assurance Statement self-assessment and reporting for 2025 and agreed to make an appropriate referral to the Management Committee. |

9. Health & Safety Update

The CEO told Sub-Committee that the purpose of this item was to provide an update on Health and Safety issues affecting the Association's duty of care to ensure a safe working environment under the Health and Safety at Work Act 1974. The CEO invited the CSA to present the report; they highlighted the Health & Safety Internal Audit is due in August 2025.

Sub-Committee discussed the Ihasco online training and agreed to contact the CSA if they had any challenges with access to the portal.

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| i) The Audit & Risk Sub-Committee considered the Health & Safety report and agreed progress is satisfactory. |
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10. Annual Work Programme

The CEO presented the report. The CEO advised that the Audit & Risk Sub-Committee Annual Work Programme presents proposed standing items for Sub-Committee meetings and particular focus areas for certain times in the year. They advised, the item 27 Aug 25 External Audit Update has been removed from the programme.

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| i) The Audit & Risk Sub- Committee considered and noted the content of the report. |
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11. Annual Review of Sub-Committee Effectiveness

The CEO presented the report to the Sub-Committee. The CEO told the Sub-Committee that the purpose of the report is to review and evaluate the Sub-Committee's performance in achieving the Annual Work Programme and present recommendations for improving the effectiveness and efficiency of CHA's governance arrangements. They highlighted that all activities have now been completed and asked if there was anything else that should be reflected in the work programme.

The Sub-Committee agreed to wait until after the new 2025 Annual Assurance Statement process is complete before making any recommendations to the Management Committee regarding updating the Sub-Committee's remit on this activity.

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| 1. The Audit & Risk Sub- Committee considered the report and agreed to consider the effectiveness of the Sub-Committee's performance and report to the Management Committee on its conclusions. |
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12. List of Recurring Actions Update.

The CEO presented the report to the Sub- Committee. They advised that the purpose of the report is to update them on the recurring actions that are significant to the governance of CHA.

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| i) The Audit & Risk Sub-Committee noted the content of the report. |
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13. GDPR

The CEO presented the report to the Sub-Committee. The CEO advised that the purpose of the report is to update them on the Association's progress against its legal and Statutory obligations under the Data Protection Act 2018. The CEO advised they had no further updates to the report.

- i) The Audit & Risk Sub-Committee considered and agreed that the Associations adherence to their legal and statutory obligations under GDPR is satisfactory and the evidence provided was enough for assurance purposes.

12. Freedom of Information

The CEO presented the report to the Sub-Committee. The CEO advised that the purpose of the report is to inform them of the Association's progress against its legal and Statutory obligations under the Freedom of Information Scotland Act 2002 (FOISA) and the Environmental Information (Scotland) Regulations 2004 (EIR). They advised that they had nothing further to add.

- i) The Audit & Risk Sub-Committee considered and agreed that the Associations adherence to their legal and statutory obligations under Freedom of Information is satisfactory and the evidence provided was enough for assurance purposes.

14. AOCB

There was no AOCB to discuss.

The Audit & Risk Sub-Committee Chairperson thanked everyone for attending.

The meeting ended at 18:15.