CLYDESDALE HOUSING ASSOCIATION LIMITED

Minute of the Audit & Risk Sub-Committee meeting held in the office at 39 North Vennel, Lanark ML11 7PT and via video conferencing on Wednesday 25th of March 2026 at 5.30pm.

Brian McInally, Teams

Claire McGraw, Teams

Gabrielle McElhinney

John Lockhart, Sub-Committee Chair

Lesley McDonald, Teams

A quorum was achieved.

In Attendance
Chief Executive (CEO)
Depute Chief Executive (DCE)
Eileen Wilson, (FM)
Carla Tamagnini, WBG (Internal Auditor)
Hema Kirkwood, Corporate Services Officer (observer)
Elizabeth Miller, Corporate Services Officer (CSO) minute

1. Apologies

Apologies were received from Hazel Galbraith.

2. Approval of Previous Meeting Minutes & Matters Arising

The minutes of the Audit & Risk Sub-Committee meeting held on 26th November 2025 were reviewed for accuracy and approved by the Audit & Risk Sub-Committee.

In accordance with section 62 of the Association's Rules, the Sub-Committee Chairperson authorised the CSO to affix their electronic signature as conclusive evidence that the minutes of the meeting held on 26th of November 2026 represent a true and accurate record of the proceedings.

There were no matters arising.

Agreement on Items for AOCB

The Sub-Committee Chairperson invited members to raise any items under AOCB. No items were brought forward for discussion.

3. Conflicts of Interest

There were no conflicts of interests.

4. Notifiable Events

The CEO presented the report to the Sub-Committee and advised that its purpose is to ensure compliance with requirements to notify the Scottish Housing Regulator (SHR) of any material, significant or exceptional issue, event, or change within the organisation, along with details of how the organisation intends to address it. The CEO further noted that a reasonably detailed explanation must be provided to the SHR where a significant change has been implemented.

The CEO confirmed that there were no additional points to highlight beyond the content of the report. The Sub-Committee noted the report.

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

5. Actions from Previous Meetings

The CEO presented the report to the Committee, advising that its purpose is to ensure that actions identified at Management Committee and Audit Sub-Committee meetings are appropriately progressed, monitored, and reported back to the Committee for confirmation.

The CEO confirmed that there were no further updates to the report.

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

Claire McGraw joined the meeting at 5.37pm

6. Internal Audit Reports:

6.1 Budgetary & Financial Reporting
6.2 Follow Up
6.3 Internal Audit Plan 2026/2027

The Internal Auditor presented three internal audit reports, including the budgetary and financial reporting review, a follow-up on previous recommendations, and the internal audit plan for the next year.

Budgetary and Financial Reporting Review: The Internal Auditor summarised the scope and findings of the budgetary and financial reporting review, highlighting the use of the financial control policy, budget holder training, and management accounts. The review found strong assurance with no recommendations, and noted consistent responses from budget holders, indicating awareness of responsibilities.

Cash Flow Forecast Observation: The Internal Auditor observed that cash flow forecasts are not included in quarterly management accounts but are monitored weekly by the finance manager. It was clarified that while cash flow forecasts are done for longterm plans, they are not produced quarterly, and plans are in place to introduce this practice following discussions with DTP during the treasury management review. The Internal Auditor confirmed that the overall conclusion on the audit was "Strong".

Follow-Up on Previous Recommendations: The Internal Auditor reported that the single recommendation from the previous equality and diversity review was fully implemented and explained that fully implemented recommendations are no longer included in the report but can be provided upon request. The Internal Auditor confirmed that the overall conclusion on the audit was "Strong". The committee acknowledged the positive outcome.

Internal Audit Plan for Next Year: The Internal Auditor outlined the internal audit plan for the upcoming financial year, detailing planned reviews on the annual assurance statement, antisocial behaviour, and a follow-up review. The plan includes sample testing and specifies reporting timelines, with committee members approving the plan for adoption.

The Internal Auditor left the meeting at 17:43.

i)	The Audit & Risk Sub-Committee considered the Internal Auditors reports and agreed progress was satisfactory.

7. Health & Safey Update

The CEO presented the report to the Sub-Committee, advising that the purpose of the report was to provide an update on progress against the Association's duty of care to ensure a safe working environment under the Health and Safety at Work Act 1974. The CEO confirmed that there were no further updates to the report content.

i)	The Audit & Risk Sub-Committee considered the Health & Safety report and agreed progress was satisfactory.

8. Sub-Committee Annual Work Programme

The CEO presented the report to the Committee, advising that its purpose is to review the key areas of scrutiny arising from Audit Sub-Committee meetings and to ensure clarity of purpose and oversight.

The CEO advised they had nothing further to add to the report content.

i)	The Audit & Risk Sub-Committee noted the content of the Sub-Committee Annual Work Programme.

9. Regulatory Requirements Action Plan

The CEO provided the Audit & Risk Sub-Committee with an update on plans to self-assess CHA against Regulatory Requirements in advance of submitting the 2026 Annual Assurance Statement in October 2026. The Committee discussed the following:

Committee Membership Changes: The CEO advised that Gillian Anderson will be leaving the Management Committee, impacting the small group responsible for scrutinising the assurance evidence bank and decision matrix, which had previously included Lesley McDonald and John Lockhart. It was agreed that Gabrielle McElhinney would join the scrutiny group.

Assurance Toolkit Refresh: The CEO reported that work on the requirements action plan has been paused pending the release of the refreshed SFHA assurance toolkit, expected by the end of the month, to avoid duplication and ensure alignment with updated regulatory standards.

Audit Timeline and Meeting Planning: The CEO proposed that internal auditors will commence work in August, with a draft report expected in September. The Committee agreed to meet in June to review progress and consider reconvening in September to review the draft report and make any necessary amendments to the evidence bank ahead of finalising the Assurance Statement in October.

i)	The Audit & Risk Sub-Committee considered the report
ii)	The Audit & Risk Sub-Committee examined the Assurance Evidence Log and Action Plan at the meeting and provided feedback to the CEO on any changes/improvements required.
iii)	The Audit & Risk Sub-Committee determined that the report provided adequate assurance and oversight of Clydesdale Housing Association's self-assurance process in relation to the Regulatory Framework.

10. List Of Recurring Actions Update

The CEO noted that the list of recurring items serves as an annual reminder to ensure nothing is missed, rather than requiring a covering report.

The Committee agreed that progress on standing items is on track, with no further comments raised.

11. GDPR Update

The CSO presented the report to the Sub-Committee, advising that its purpose was to provide an update on the Association's compliance with the Data Protection Act 2018 and UK GDPR. The CSO noted that there were no significant subject access requests to report, and the committee acknowledged the update without questions.

i)	The Audit & Risk Sub-Committee considered the GDPR report and agreed the level of compliance demonstrated provided sufficient assurance.

12. Freedom of Information and Environmental Information Report

The CSO advised the Audit & Risk Sub-Committee that the purpose of the report is to inform them of CHA's compliance with statutory duties under the Freedom of Information (Scotland) Act 2002 (FOISA) and the Environmental Information (Scotland) Regulations 2004 (EIR).

The CSO reported that CHA had received two Freedom of Information requests for the full year, indicating a low volume, and the committee accepted the update without further discussion.

i)	The Audit & Risk Sub-Committee considered the Freedom of Information and Environmental Information report and agreed the current arrangements provide sufficient assurance.

13. Risk Management Update

The CEO presented the Risk Management Update to Committee, advising that the purpose of the report is to provide assurance on the identification, monitoring and management of key organisational risks. Committee discussed:

Global events and economic risks, including the potential impact of emerging geopolitical instability on inflation, interest rates, and the wider economy. Committee suggested that these external factors should be reflected within the risk management log.

Interest rate exposure, noting that the Association's current position is low risk due to having a single fixed-rate loan.

The risk map and key risks, with clarification provided on the grading methodology and the distinction between operational and strategic risks. It was noted that energy price inflation remains the only high-rated operational risk, with income reduction assessed as a medium risk.

Grant funding for heating contracts, including the complexity of the process and compliance requirements, with positive feedback received from external stakeholders regarding the management of the programme and tenant engagement.

Inflation and supplier costs, including the potential impact of rising costs on tenants. Committee agreed that these risks should continue to be monitored and reflected within the risk management framework.

i)	The Audit & Risk Sub-Committee considered the report and agreed that the Association's approach to risk management continues to provide appropriate assurance.

14. AOCB

There were no items to be discussed under AOCB.

The Sub-Committee Chairperson thanked everyone for attending.

The meeting ended at 18:03.