

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 27th of November 2024 at 5pm.

Brian McInally
Gillian Anderson, Acting Chairperson
Lesley McDonald
Maggie Botham
Gabrielle McElhinney

In Attendance Chief Executive (CEO)
Depute Chief Executive (DCE)
Housing Manager (HM)
Finance Manager (FM)
Calum Montgomery, Wylie & Bisset – Internal Auditor
Elizabeth Miller, Corporate Services Officer (CSO) minute

A quorum was achieved.

1. Apologies

Apologies were received from John Lockhart.

The Sub-Committee agreed that in the absence of the Chairperson, John Lockhart, Gillian Anderson would Chair the meeting.

2. Approval of Previous Meeting Minutes & Matters Arising

The minute of the Audit & Risk Sub-Committee meeting held on the 28th of August 2024 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 28th of August 2024 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 purpose of reporting notifiable events is a positive step and a key part of Committee being responsible and accountable for the running of the Association. The CEO advised they had no further updates to report.

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| 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. |
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5. Actions from Previous Audit & Risk Sub-Committee Meetings

The CEO presented the report to 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 content.

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

The CEO presented the report to the Sub-Committee. The CEO told the Sub-Committee that the purpose of the report is to update them on progress made against the Association's duty of care to ensure a safe working environment under the Health and Safety at Work Act 1974. They gave the Sub-Committee a summary of the report content and advised they had no further updates to report.

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| i. The Audit & Risk Sub-Committee considered the Health & Safety report and agreed progress was satisfactory. |
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7. 2024 Audit & Risk Sub-Committee Annual Work Programme

The CEO presented the report. The CEO told the Sub-Committee that the Sub-Committee Work Programme presents proposed standing items for Sub-Committee meetings and particular focus areas for certain times in the year. They gave Committee details of the report content and advised they had no further updates to add.

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| i) The Audit & Risk Sub- Committee considered and noted the content of the report. |
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8. List of Recurring Actions.

The CEO presented the report to the Sub-Committee. They advised that the purpose of the report is to update them 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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9. GDPR

The CSO presented the report to the Sub-Committee. The CSO 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 CSO advised they had no further updates to the report.

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| 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. |
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10. Freedom of Information

The CSO presented the report to the Sub-Committee. The CSO 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).

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| 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. |
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11. Annual Risk Management Review

The CEO presented the report to the Sub-Committee. They told the Sub-Committee that the purpose of the report is to outline CHA's requirements for annually identifying risks and prompt the Audit & Risk Sub-Committee to review these. The CEO asked the Sub-Committee to consider what, if any, changes are required to the risk maps to reflect CHA's current circumstances and the outcome of the 2024 Annual Risk Management Review which took place in October 2024. Committee discussed:

Strategic Risk Map

- Development of new homes
- Challenges facing the construction industry
- Cost of building materials.

Operational Risk Map

- Impact of increase in energy prices
- Loss of winter fuel payment
- Scottish Government funding
- The investment needed to meet net zero targets
- Rent affordability.
- Employee engagement and wellbeing

i) The Audit & Risk Sub-Committee considered the documents and conducted an annual review of CHA's Strategic and Operational Risk Maps.

12.AOCB

There was no AOCB to discuss.

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

The meeting ended at 18:10