

Hillhead Housing Association 2000

Minutes of Audit Committee Meeting held on 23 October 2019 at 5.30PM in the Association's offices at 2 Meiklehill Road Kirkintilloch

Present: Claire Taylor
Stuart Niven (Chair)
Lisa Scott

Mary Docherty

In Attendance: Stephen Macintyre, Director
Catherine McKiernan, Depute Director/Housing Manager
Stephen Tait, Head of Development & Property Services
Alex Cameron, Quinn Internal Audit & Business Support
Services Ltd

1. APOLOGIES

There were none.

2. DECLARATIONS OF INTEREST, ELECTION OF CHAIR AND REVIEW OF AUDIT COMMITTEE REMIT

There were no declarations of interest.

S Niven was elected Chair proposed by M Docherty and seconded by C Taylor.

It was noted that the Management Committee had previously approved the role of "Wider Role & Community Regeneration Sub Committee".

Previously a recommendation was issued by A Cameron that a pro forma checklist be developed for all subcommittees to review its respective remit, but to date this has not been drafted. However it was agreed that S Macintyre would arrange for this to be presented in time for the next Audit Committee Meeting.

3. INTERNAL AUDIT REPORTS –

Void Management

Following completion of the audit Full Assurance was received.

A Cameron commented on the good quality of record keeping and confirmed during his audit he found the following:-

- All required certificates were in place for all Properties sampled

- All dates of certificates aligned with void property dates
- Refusals of allocations are low
- Revised void spreadsheet is clear and concise
- Pre term visits are always attempted (where appropriate) and evidence was shown
- EPCs were being completed where required
- Post inspection of void properties were being carried out
- Photographic evidence of void conditions are saved

Risk Management

Following completion of the audit Full Assurance was received.

A Cameron confirmed the risks reviewed included

- Providing Director Services to Abronhill Housing Association
- Braes O Yetts Development

The Risk register was found to be appropriate for an Association of our size.

The Development of a Departmental Operational Risk Register should be considered perhaps identifying a maximum of 10 risks per department. This would not normally require to be included within the strategic risk register.

4. QUARTERLY COMPLIANCE CHECKLIST REPORT – Actions Outstanding

It was noted that SHARE will attend November Committee Meeting to provide feedback on Committee Member Appraisals and Committee Effectiveness Review.

Assurance statement is due for approval at this evening's meeting and will be uploaded to Scottish Housing Regulator's Website prior to 31 October 2019.

Annual Report to Tenants is currently being developed to draft format.

5. Any Other Business

Committee requested to set specific dates for Audit Committee Meetings, it was agreed that the next meeting will take place prior to the Management Committee Meeting on Wednesday 5 February 2020 at 5.30pm.

Minutes prepared by S Tait, Head of Development & Property Services
24 October 2019