



## AUDIT COMMITTEE MEETING

14 October 2020

### MINUTE

**Present:** A Clark (Chair); R Hutton; A Scott; M Trant; N Hicks

**In Attendance:** C Ironside; K Miller; Amanda Hay; Alex Cameron (Quinn Internal Audit Services)

**Apologies:** None

Due to the current lockdown situation, this meeting was held 'virtually' with all Committee members and staff present accessing the meeting remotely. It was noted that current membership is currently based on the membership pre AGM.

#### ACTION

#### 1 Apologies for Absence

None

#### 2 Declarations of Interest

R Hutton – Employee of Port of Leith Housing Association.

#### 3 Minutes of Audit Committee Meeting of 17 June 2020

The minutes of the meeting of 17 June 2020 were agreed. Proposed by A Scott and seconded by R Hutton.

#### 4 Matters Arising

None

#### 5 Audit Committee Record of Actions

Members noted that all but one action has been completed. The one outstanding item is on track for completion by its deadline.

## For Approval

### 6 Risk Assessment Review

C Ironside introduced her report and highlighted the changes for the Committee.

N Hicks asked if the two new staff have been successfully integrated into the staff team (during Covid). Assurance was given by both K Miller and A Hay.

M Trant asked for clarification on the SHR position on gas inspections. A Hay clarified that SHR are treating any outstanding gas inspections as part of the open Covid notifiable event. Discussion on the Associations usual gas no access process took place. A Hay agreed to review the part of the process relating to capping external meters. A Hay gave assurance of actions completed and indicated that detail on the 3 properties outstanding had been included in the next Board report on Key Performance Indicators.

**AH**

R Hutton enquired whether the residual risk of rent arrears should be higher. C Ironside confirmed that this wasn't a greater risk for MEHA at present but would be kept under review.

This review was approved, proposed by R Hutton and seconded by A Scott.

## For Noting

### 7 Internal Audit Reports

#### 7 (i) Internal Audit Actions Tracker

K Miller presented her part of this report (GDPR, rec 1) and the extension of the date to December 2021 was agreed. A Hay then explained the outstanding actions for Property Services. Members agreed to defer further questions until the Asset Management Strategy is presented to the Board. A Hay agreed to note consideration for independent assurance of stock survey projections in the revised strategy and to attach a table of the properties surveyed since 2010 to Board paper for clarification.

**AH**

#### 7 (ii) Internal Audit; Risk Management

A Cameron presented his report and noted that the internal audit had gone well. Full Assurance was awarded. There were no questions for A Cameron.

#### 7 (iii) Internal Audit: Tenant Safety

A Cameron presented his report and noted that reasonable assurance was awarded.

R Hutton asked whether the recommendation regarding gas services took the SHR and SFHA guidance into account. A Cameron confirmed that his recommendations were based on the Health and Safety Executive guidance. He noted that A Hay has subsequently obtained confirmation from the SHR regarding the inclusion of properties exceeding the 12 month service date in the Covid notifiable event response.

A Cameron then reviewed the 8 recommendations in the report and noted the management responses recently received from A Hay.

M Trant noted that the update of the asbestos register may result in a decision to remove all external asbestos. A Hay agreed that the register needs to be updated, and considerations will be made on length of time between re-survey and on the removal of the affected materials. **AH**

A Hay noted that the version attached to the report is not the latest version (pre management comments). It was agreed that the latest version would be circulated to the members this week on Boardbookit. **AH**

M Trant asked if the recommendation to conduct Fire Safety surveys would include mixed tenure properties, A Cameron clarified that he had not reviewed implications of tenure. A Hay confirmed that the majority of our flatted properties are in mixed tenure blocks and that the initial Fire Safety surveys completed would be analysed and a programme considered for mixed tenure blocks. **AH**

A Hay also confirmed that contractors are kept up to date with any changes in the information we hold on properties with asbestos. M Trant asked that this be sample checked to ensure active distribution to the working team.

N Hicks left the meeting at this point.

The Chair thanked A Cameron for his work and his attendance.

## **8 AOCB**

### **8.1 Assurance Audit 2020**

C Ironside explained that having had a full internal audit of any noncompliance with the Assurance Statements recently, she was concerned that there would nothing gained by a further audit. A Cameron stated that he was concerned that he couldn't add further value on this specific area. Members agreed to make a decision after they had reviewed the Assurance Statement at the Oct Board meeting.

No further items raised. The meeting ended at 6.10pm

- 9 **Date and Time of Next Meeting: Wednesday 20 January 2021 at 5pm.**

DRAFT