



AUDIT COMMITTEE MEETING

6 May 2020

MINUTE

Present: A Clark (Chair); R Hutton; A Scott; C Tait; M Trant

In Attendance: N Hicks; C Ironside; K Miller; C Hughes

Apologies: None

Due to the current lockdown situation, this meeting was held 'virtually' with all Board members and staff present accessing the meeting remotely.

C Tait was welcomed as a new member of the Audit Committee.

ACTION

1 Apologies for Absence

There were no apologies for absence.

2 Declarations of Interest

N Hicks – board member of The Action Group and member of SHAPS Employer Committee.

R Hutton – Employee of Port of Leith Housing Association.

C Tait – tenant of Manor Estates Housing Association

3 Minutes of Audit Committee Meeting of 22 January 2020

The minutes of the meeting of 22 January 2020 were approved as a true record, proposed by A Scott, seconded by R Hutton.

4 Matters Arising

There were no matters arising.

5 Audit Committee Record of Actions

Members noted that all actions had been completed, other than that relating to the Pensions Working Group, which would be discussed further at this meeting.

For Approval

6 Pension Working Group Options Paper

Members agreed to defer this item to the end of the meeting as staff would require to leave while this matter was being discussed. It was agreed that a Working Group would be convened to review the options and then present the review to Board by August 2020.

For Noting

7 Draft Management Accounts to 31 March 2020

K Miller advised that the draft accounts are similar to what will be presented to the Board in May. They will be the base for the Audited Accounts, the information outstanding from The Pensions Trust will be incorporated during the audit , once it has been received.

She confirmed that the Audit is due to start on 11 May 2020 and is being carried out remotely.

Following discussion about the Internal Auditor recommendations (on Regulatory Standards), where members thought that one of the recommendations was to include Board attendance in the Statutory Accounts, K Miller agreed to include the record of members' attendance at Board and Audit meetings as a table in the Directors' Report.(post meeting confirmation: The Internal Auditor had recommended that a record of this be included on agendas so that this could be easily monitored – it was noted that staff maintain an attendance register and would bring any issues to Chair's attention – no final decision was made on this)

KM

KMiller confirmed that expenses information is included in the accounts. (post meeting note: The Internal Auditor recommended that the total of the Board expenses be disclosed in the Annual Report. This was done for the first year in 2018/19 and will be done annually.)

Members noted the report.

8 Internal Audit Reports

a) Internal Audit Outstanding Actions Tracker

Noted.

b) Follow-up Review of 2019/20 Internal Audits

Noted.

c) Internal Audit Plan 2020/21

Noted.

d) Internal Audit Annual Report 2019/20

Noted

9 AOCB

a) Annual List of Suppliers

K Miller confirmed that the report only showed expenditure over £10,000 through the purchase ledger in the year, explaining that EVH costs were lower than that in 2019/20.

Members questioned the increase in Novus spend between the two years. C Ironside agreed to provide further information on the reasons for that.

CI

6 Pension Working Group Options Paper

Staff present left the meeting at 5.20 p.m. to enable members to discuss the working group paper. C Tait also left the meeting as she was not a member of the Working Group. (Post meeting note: It was agreed that A Clark would ask K Miller to draft an options paper for the May Board meeting based on the information provided to this meeting.)

10 Date and Time of Next Meeting: Wednesday 17 June 2020, 5pm.