



## AUDIT PERFORMANCE & RISK COMMITTEE

21 September 2023

### MINUTES

#### Attendance

<b>Board Members:</b>	Dougie Peters, Chair Derek Breingan David Leaf Margaret Moore
<b>Officers:</b>	Lynne Douglas, CEO Debbie Collins, COO Nikki Ritchie, Director of People & OD Martin Ritchie, TIAA Sharon Mackintosh (minutes)

ITEM	NOTE	ACTION
<b>1</b>	<b>Apologies for Absence</b>	
	None  The Chair welcomed David Leaf to his first meeting of the Committee.	
<b>2</b>	<b>Declarations of Interest</b>	
	None	
<b>3</b>	<b>Minutes &amp; Action List</b>	
3(i)	Minutes & Confidential Minutes – 19 July 2023  The minutes and confidential minutes were approved as an accurate record.	
3(ii)	Action List  All items completed.	
<b>4.</b>	<b>Internal Audit &amp; External Audit</b>	
4(i)	<b>Confidential</b> redacted	
4(ii)	Internal Audit Actions	
<b>REPORT SUMMARY</b>	The Audit, Performance and Risk Committee requested a regular update on the internal audit outstanding actions from the annual internal audit review. Three further Audit actions have now been completed with the remaining audit actions due to be completed by 30 September 2023.  An update for all the outstanding actions is set out in Appendix 1.	

<b>DISCUSSION</b>	The Chair commented that good progress had been made and all actions were now complete. This will be confirmed under AOCB at the next meeting taking place on 16 November. The COO advised that this will be the last report. The Internal Auditor confirmed that there will be an annual report produced in February to provide validation assurance.	DC
<b>DECISION</b>	The Audit Performance and Risk Committee noted the progress made on the four outstanding internal audit actions and that all actions will be completed by the end of September 2023.	
<b>5.</b>	<b>Board Assurance</b>	
5(i)	Q1 Performance Report 2023-24	
<b>REPORT SUMMARY</b>	This report sets out the performance for Bield for the first quarter to the 30 <sup>th</sup> June 2023 for its Business Health KPI's. This reflects the new strategic performance framework approved by Board at its meeting in July with the targets for 2023/24. Overall, all Bield's performance is strong for Q1 2023/24 with four performance indicators that need monitoring or improving: <ul style="list-style-type: none"> <li>• Void loss - improving</li> <li>• Mental health &amp; stress absence – monitoring</li> <li>• Current tenant arrears – monitoring</li> <li>• Average relet times</li> </ul>	
<b>DISCUSSION</b>	Complaints - MM commented they were improving and DC provided assurance that they were continuing to be monitored monthly. Energy Consumption – The Chair commented that this has improved since last year. The Chair asked for clarification on void loss and did this include closed properties and harder to let properties. The COO confirmed that harder to let properties are included but not closed properties. The Chair and committee agreed that the report is easy to navigate and understand.	DC
<b>DECISION</b>	The Audit Performance & Risk Committee considered the KPI's for Q1 2023/24.	
<b>6.</b>	<b>Finance</b>	
6(i)	<b>Confidential</b> redacted	
6(ii)	<b>Confidential</b> redacted	
<b>7.</b>	<b>Any Other Committee Business</b>	
	CEO advised that DL has offered to be Chair of the Committee and this will be proposed and seconded at the Board meeting on 28 <sup>th</sup> September.	
<b>8.</b>	<b>Date of Next Meeting – Thursday 16 November 2023</b>	
	The meeting closed at 12 noon	