



## AUDIT PERFORMANCE & RISK COMMITTEE

16 November 2023

### MINUTES

#### Attendance

<b>Board Members:</b>	David Leaf, Chair Graeme Russell
<b>Officers:</b>	Lynne Douglas Debbie Collins Nikki Ritchie Martin Ritchie, TIAA
<b>Admin:</b>	Michelle Breen (Minutes)

ITEM	NOTE	ACTION
<b>1</b>	<b>Apologies for Absence</b>	
	Derek Breingan, and Margaret Moore.  The meeting is not quorate.	
<b>2</b>	<b>Declarations of Interest</b>	
	None.	
<b>3 (i)</b>	<b>Approval of Minutes and Confidential Minutes – 21 September 2023</b>	
	The minutes and confidential minutes were approved as an accurate record.	
<b>3(ii)</b>	<b>Action List</b>	
	Noted.	
<b>3 (iii)</b>	<b>Matters Arising from Previous Minutes</b>	
	The internal audit action procurement of agency has been completed and has been reviewed by the performance and quality coordinator. All follow up actions have now been completed.	
<b>4.</b>	<b>Internal Audit and External Audit</b>	
4(i)	<b>Confidential: Redacted</b>	
<b>5</b>	<b>Board Assurance</b>	
<b>5 (i)</b>	<b>Q2 Performance Report</b>	
<b>REPORT SUMMARY</b>	This report sets out the performance for Bield for the second quarter to 30 <sup>th</sup> September 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.	

	<p>Overall, all Bield's performance is strong for Q2 2023/24 with three performance indicators that need monitoring or improving:</p> <ul style="list-style-type: none"> <li>• Absence that are long-term - monitoring</li> <li>• Mental health &amp; stress absence – monitoring</li> <li>• Current tenant arrears – monitoring</li> </ul>	
<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• The report excludes the 100 days average for relet of low demand properties. The void percentage for total void loss does include the 100 days relets, so is the global figure. Longer term voids relate to the studio apartments.</li> <li>• Arrears have reduced due to more resource in the housing team and taking a much closer scrutiny of arrears and highlighting what are technical and non-technical arrears.</li> <li>• Business health KPIS go to Board also on a 6 monthly basis.</li> </ul>	
<b>DECISION</b>	The Audit Performance & Risk Committee considered the KPI's for Q2 2023/24.	
<b>5 (ii)</b>	<b>Board Assurance and Risk Management Policy</b>	
<b>REPORT SUMMARY</b>	<p>The Board approved its new 5-year Strategy in January 2023 setting out 5 Intentions and 12 Corporate Priorities. The Board along with the Executive Management Team are responsible for delivering its objectives and to do that it needs to be aware of any risks that might get in the way of doing so.</p> <p>To support Bield's new Strategy a new Board Assurance and Risk management Policy is presented to the committee for consideration and approval.</p>	
<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• From the Board risk appetite session, the risk appetite scores have been reflected in the appendices to the Risk Management Policy.</li> <li>• The Scheme of Delegation allows Audit Performance &amp; Risk Committee to approve this Policy but as the meeting is not quorate this will go to Board for recommendation and approval.</li> <li>• A session with Henderson Loggie identified high level strategic risks. The strategic risk register will be shared with this Committee for review and then go to Board in March for noting.</li> </ul>	<p>COO</p> <p>COO</p>
<b>DECISION</b>	<p>The Audit Performance &amp; Risk Committee:</p> <ul style="list-style-type: none"> <li>• <b>Considered</b> the new Board Assurance and Risk Management Policy and due to the meeting not being quorate is recommending it to Board for approval.</li> <li>• <b>Noted</b> the next steps for developing Bield Strategic Risk Registers.</li> </ul>	
<b>5 (iii)</b>	<b>Confidential: Redacted</b>	

<b>6.</b>	<b>Finance</b>	
<b>6(i)</b>	<b>Confidential: Redacted</b>	
<b>6(ii)</b>	<b>Confidential: Redacted</b>	
<b>7.</b>	<b>Any Other Committee Business</b>	
	Committee Chairs should cascade key messages from the meetings to the Board.	
<b>8.</b>	<b>Date of Next Meeting – Thursday 22 February 2024</b>	