



AUDIT COMMITTEE

THURSDAY 3 SEPTEMBER 2020

Report: Minutes of the meeting held on Thursday 31 October 2019
Author: Clerk
Action: Approve
Status: Open

Present: Chris Macklin (Chair)
Darren Heathcote
Neil Weddle

In attendance: Judith Doyle (Principal)
David Keetley (Financial Controller)
Lucy Robson (RSM – External Audit; by telephone)
Karen Finlayson (PWC – Internal Audit)
Claire McHaffie (PWC – Internal Audit)
Mark Thompson (Director of People and Organisation Development)
Emma Moody (Clerk)
Suzanne Clark (Minutes)

A/707 Welcome / Apologies / Conflicts of Interest

The Chair welcomed all to the meeting. Apologies were received from Lynn Chambers, RSM.

Members were invited to declare any interests on any item on the Agenda. No interests were declared at this stage in the meeting; however, members noted that should the direction of debate on any item result in a potential conflict of interest, this should be indicated in the meeting.

The Chair advised that the Financial Controller will be asked to leave the meeting when the Committee arrive at agenda item 7, investigation report, and the Director of People and Organisation Development will join the meeting at this point.

A/708 Minutes of the last meeting dated Wednesday 19 June 2019

The Principal advised that she is not a member of the Committee so should be recorded as having been in attendance. The Clerk confirmed that Committee members are Chris Macklin, Darren Heathcote and Neil Weddle. Save for this amendment the minutes of the Audit Committee meeting held on 19 June 2019 were agreed as a correct record.

A/709 Matters Arising

There were no matters arising.

A/710 Internal Audit Report – Risk Management

The report was presented by Claire McHaffie (PWC) as Internal Auditor.

A member questioned the low risk finding around one risk not being allocated to a responsible individual and asked why this hadn't been given a higher risk rating. The Internal Auditor advised that the risk rating was determined as low as it was felt that the process was working and there was good management in place, despite not having an individual person responsible. The Clerk asked why there hadn't been a responsible person assigned to the risk. Claire acknowledged that it had been difficult to determine root cause as responsibility for the risk register would have sat with the Deputy Principal: Operations / Finance Director and, due to his absence, the Director of People and Organisation Development had been the key contact for audit in recent weeks. It was confirmed that the College team knew of the risks but for one of the sampled areas had not allocated a responsible person. The finding was felt to be more in relation to documentation. The Principal added that follow-up of any risk would have been very specific and the team would be aware of actions needed. The Chair felt that the scope for future audits could include how risks are identified and added to the risk register.

The report was noted.

A/711 Internal Audit Report – ITDR

The report was presented by Claire McHaffie (PWC) as Internal Auditor.

The Chair commented that in comparison to previous reports in this area, he felt the report acknowledges a real shift and that excellent progress was being made. The Chair felt assured that the Learning Innovation and IT Manager has really made an impact in this area following her appointment and it was very pleasing to see formal acknowledgement of this. The Principal confirmed that following appointment of the Learning Innovation and IT Manager a more strategic approach is now in place in this area.

The report was noted.

A/712 Internal Audit Report – Health and Safety

The report was presented by Claire McHaffie (PWC) as Internal Auditor.

In response to a member, the Internal Auditor confirmed that a verbal update had been received at the end of September in relation to Fire Risk Assessments to advise that action has been taken and recommendations have been implemented. The Clerk added that from an audit trail perspective, regular follow up and minuting of key internal discussions and decisions was extremely important and helpful to individuals. The Chair felt that the report reflected that systems and processes are in place and that the issue was more around the formalisation of follow up (also very important).

The report was noted.

A/713 Internal Audit Annual Report

The draft report was presented by Karen Finlayson (PWC) as Internal Auditor.

THIS ITEM IS CONFIDENTIAL AND NOT FOR PUBLICATION.

The report was noted.

A/714 TPA Assurance

A verbal update was given by the Financial Controller.

It was reported that the annual Teacher's Pension Scheme Assurance had been undertaken by RSM on behalf of the College. The end of year certificate was submitted and audited during September and the College had received confirmation that there were no issues identified. This concludes the process for another year. The External Auditor confirmed there were no issues reported.

The verbal report was noted.

The Financial Controller left the meeting at 4.35pm.

A/715 Investigation Report

The Director of People and Organisation Development and Organisation Development joined the meeting at 4.35pm.

The report was presented by the Clerk and the Director of People and Organisation Development.

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Action: Principal to present action plan on 4 December 2019

The report was accepted and agreed.

A/716 Any Other Business

The Internal Auditor advised that she would like to get the Internal Audit Plan for 2019/20 drafted for the next Audit Committee meeting in December. The Principal agreed that she would arrange a time to start the required discussion. The Chair indicated that he would very much appreciate a draft plan at the next meeting. The Chair suggested inclusion of the ILR. The Internal Auditor advised that this was possible and that focus could be given to the hard-close data submitted for 18/19 as this was completed in October. The Clerk asked that if agreed the audit also looked at systems and processes and was not just concentrated on the ILR data. The Chair agreed with this approach and felt this would help the Committee to understand the complexities around this area of work.

Action: Principal to work with PWC to agree the Internal Audit Plan for 2019/20.

A/717 Date of the next meeting

The date of the next Audit Committee meeting was confirmed as Wednesday 25 March 2020 at 4.00pm.

It was confirmed that there will be a joint meeting of the Corporate Services and Audit Committees on Wednesday 4 December 2019 at 4.00pm [subsequently changed].