



Minutes of the Risk & Audit Committee Meeting Held on Tuesday 13 October 2015 – Principal's office

Present: Bob Gildie Alex Dobinson James Beddow

Apologies: Chris Humpage

In attendance: Bruce Balicki Mark Smith Nick Spenceley
(DP Finance & Resources) (Scrutton Bland) (Principal)

Theresa Cope
(Clerk to the Corporation)

The meeting commenced @ 10:09am

01/15 Apologies for Absence

The apology was received and accepted.

Action

02/15 Eligibility & Quoracy

All members were eligible and the meeting was quorate.

03/15 Declaration of Interests

No declarations of interests had been received.

04/15 Election of Chair and Confirmation of Committee Membership for 2015/16

JB nominated, which was seconded by AD, RG as the Committee Chair.

RG was duly elected Chair for the 2015/16 academic year.

RG nominated, seconded by JB, CH as the Vice-Chair.

CH was duly elected Vice-Chair, pending acceptance of the post.

The Audit committee membership for the 2015/16 academic year was confirmed as four full members.

05/15 Internal Audit: Risk & Assurance Annual Report 2014/15

The Internal Auditor provided an overview of the report and highlighted the most prominent features of the report.

The report identified that **management would be presenting an update on previous internal audit recommendations at the next meeting (Dec '15).**

All of the internal audit Performance Indicators had been met.

The report was received.

06/15 Internal Audit: Assurance Mapping and Annual Plan 2015/16

The Assurance Map had been previously presented to the committee.

A total of 16 Business Critical and High Risks had been looked at. These had been reduced to 6 areas.

With regards to areas 4 and 5, the new Common Inspection Framework (CIF) states that governance would form a large part of the judgements made against Leadership & Management during an Ofsted inspection. This will result in increased responsibility for governors in relation to Ofsted.

With regards to area 6, the Skills Funding Agency (SFA) now required an external audit report by the end of January 2016.

The audit is likely to take between 4-5 days.

Internal Audit to liaise with BVB to agree a draft 2015/2016 Internal Audit Plan. The draft plan is to be brought to the Dec '15 meeting for approval. Area Reviews to be included on the Assurance Map.

The committee agreed that the process was extremely useful.

07/15 Minutes of Previous Meeting (23 Jun '15) & Progress Against Matters Arising

The minutes of the previous meeting held on 23 June '15 were agreed and signed by the Chair as an accurate record.

There were no matters arising.

08/15 Report of Actions Taken by the Chair on Behalf of the Corporation

There were no actions to be reported.

09/15 Sector updates

- **SFA Revision of JACOP**

The updated (August 2015) Joint Audit Code of Practice (JACOP) was presented and discussed. The updated JACOP does not introduce any major changes or actions for colleges but clarifies the regularity reporting requirements.

In respect of fulfilling the annual reporting requirements, the Chair queried as to whether there was a VfM strategy.

BVB advised that this was embedded within both the Procurement process and the Financial Regulations.

The Chair requested that VfM be included as an agenda item for future audit committee meetings.

The Chair also queried whether there had been any incidence of fraud or irregularity and sought assurance that these would be brought to the committee's attention.

BVB assured the committee that, as far as management were aware, there had been no such incidents and confirmed that any incidents would be reported directly to the committee.

If the incident was serious enough, this would also warrant a report directly to the

funding bodies.

- **Providing External Assurance on Subcontracting Controls**

This has been covered in point 06/15 above.

10/15 Committee Terms of Reference

The ToR were reviewed.

The Chair had noted that the Principal was excluded from the Membership of the committee and asked that the Principal be included under 5(b) "in attendance".

The internal auditor suggested inclusion of a clause to cover the committee's responsibilities to communicate with other committees, in accordance with JACOP.

The Clerk was asked to make the necessary amendments and send the revised draft ToR to the Chair for review.

The ToR would be formally approved at the next meeting in Dec '15.

11/14 Consideration of any Confidential Matters

There were no confidential matters to be considered.

Before the close of the meeting, the Clerk reminded committee members of the annual meeting with both internal and external auditors before the next committee meeting in December '15. The meeting was proposed to start at **9:15am** and this was agreed.

The Clerk would confirm arrangements via email.

The meeting finished at 11:15am

The next meeting will be held on Tues 1 December 2015