



#### **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.

**Internal Audit to draft 2015/2016 Internal Audit Plan with the draft plan 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.

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

The committee were assured that there had been no such incidents and it was 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".

It was also suggested that a clause be included 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**