



## Minutes of the Risk & Audit Committee Meeting Held on Tuesday 1 December 2015 – Principal's office

<b>Present:</b>	Bob Gildie (Chair) Chris Humpage (Vice Chair)	James Beddow	Alex Dobinson
<b>Apologies:</b>	Nick Spenceley (Principal)		
<b>In attendance:</b>	Bruce Balicki (DP Finance & Resources)	Paul Goddard (Scrutton Bland)	Hannah Catchpool (RSM UK Audit LLP)
	Nick Cattini (RSM UK Audit LLP)	John Revill (Vice Principal)	Theresa Cope (Clerk to the Corporation)

*100% attendance*

The meeting commenced @ 9:55am

### **12/15 Apologies for Absence**

The apology was received and accepted.

**Action**

### **13/15 Eligibility & Quoracy**

All members were eligible and the meeting was quorate.

### **14/15 Declaration of Interests**

No declarations of interests had been received.

### **15/15 Principal's Report**

The Principal's report was received and the contents noted.

In the Principal's absence, the Clerk provided a further verbal update.

### **16/15 External Audit Findings Report**

HC and NC (of RSM formerly Baker Tilly) presented to the Committee their Final Audit Findings Report for the year ended 31<sup>st</sup> July 2015. The updated Joint Audit Code of Practice has changed the scope of the Regularity Audit and this had been addressed by the auditors in an Audit Plan Addendum issued on 2 November 2015.

The external auditors thanked the DP F&R and other members of the Finance and Executive teams for their assistance in allowing the auditors to complete their work effectively.

The report was fully discussed.

In regards to the usage of credit cards, the policy is **to be reviewed, updated and presented to the committee at the next meeting.**

A discussion ensued around the college's tender processes.

The draft letters (Letter of Representation (Financial Statements) and (Regularity) attached at Appendix A were **reviewed and approved.**

The Annual Report and Financial Statements were reviewed.

The Annual Report and Financial Statements **were approved and recommended to the Corporation.**

#### **17/15 Internal Audit: Draft Annual Plan 2015/16**

PG (of Scrutton Bland) presented the proposed Audit Plan for 2015/16.

**The proposed Internal Audit Plan 2015/16 was approved.**

#### **18/15 Progress Report on Previous Internal Audit Recommendations**

The committee noted that an updated report would be presented to future meetings.

The report was received.

**The Chair requested** that the initial management response (made at the time of the audit) be included in future versions of this report.

#### **19/15 Committee Annual Report to the Corporation**

The Annual Report was received and considered.

The external auditors requested a minor change in that their company name has now changed to RSM UK Audit LLP. **The Clerk to amend as appropriate.**

The internal auditors supported the Audit Committee's Opinion.

**The Clerk was asked to append** the final versions of both the internal and external auditors' reports to the Annual Report for Corporation members' information.

**The Report was approved and recommended to the Corporation.**

#### **20/15 Minutes of Previous Meeting (13 Oct '15) & Progress Against Matters Arising**

Subject to a minor amendment to agenda item 06/15, the minutes of the previous meeting held on 13 October '15 were agreed and signed by the Chair as an accurate record.

#### **Matter arising:**

*Ratification of appointment of the Vice-Chair:* CH confirmed his acceptance of the post of Vice-Chair for the 2015/16 academic year and **the appointment was duly ratified.**

#### **21/15 Value for Money update**

The Chair had requested this as an agenda item. Going forward, the Chair requested

a brief management report that supported how the College is meeting its requirements with regards to VfM.

Management offered a note of caution to alert committee that they may be duplicating the work of the Finance & General Purposes committee.

**It was agreed to maintain this as an agenda item and monitor** throughout the academic year.

#### **22/15 Report of Actions Taken by the Chair on Behalf of the Corporation**

There were no actions to be reported.

#### **23/15 Sector updates**

- **Area Reviews**

Referring to the Principal's Report and briefings that have been circulated by FE Week and the Association of Colleges (AoC), the internal auditors advised that no firm decisions had yet been made with regards to colleges included in the first wave of the Area Reviews. The Area Review reports discuss the individual challenges faced by each of the institutions and identify the preferred recommendations.

The VP advised that Essex County Council (ECC) were seeking devolution.

The Chancellor has indicated in the Spending Review that all schools could convert to an academy by 2020.

#### **24/15 Committee Terms of Reference**

In line with discussions at the previous meeting, the Clerk has revised the ToR to include consultation with other committees and to invite other persons or third parties to attend meetings as the committee felt appropriate.

The Principal had now been included under 5(b) "in attendance" as requested by the Chair.

**The ToR were approved.**

#### **25/14 Consideration of any Confidential Matters**

There were no confidential matters to be considered.

**The meeting finished at 11:30am**

**The next meeting will be held on Tues 8 March 2016**