



Minutes of the Risk & Audit Committee Meeting Held on Tuesday 8 March 2016 – Principal's office

Present:	Bob Gildie (Chair) Alex Dobinson	Chris Humpage (Vice Chair)	James Beddow (via teleconference)
In attendance:	Bruce Balicki (DP Finance & Resources) Theresa Cope (Clerk to the Corporation)	Paul Goddard (Scrutton Bland) Nick Spenceley (Principal)	John Revill (Vice Principal)

100% attendance

26/15 Apologies for Absence

No apologies had been received.

Action

27/15 Eligibility & Quoracy

All members were eligible and the meeting was quorate.

28/15 Declaration of Interests

No declarations of interests have been received.

29/15 Principal's Report

The report focussed on the key priorities for the College during the remainder of the Principal's tenure.

Recruitment for 2016/17 remains stable, despite a 5% demographic downturn.

In relation to the appointment of a new Principal, a high number of applications have been received. Interviews are to be held week commencing 21 March '16.

In addition, the current Chair of Corporation is standing down at the end of the current academic year.

Whilst the Area Review for Essex is scheduled for November '16, current waves are behind schedule and it was noted that one wave has potentially been delayed by up to 6 months.

30/15 External Audit Findings Report

- **Subcontracting controls**

The VP presented the report. A certificate has been issued to the Skills Funding Agency. The SFA is entitled to request a copy of the report.

An overview of the action plan, together with the management responses, was provided to the Committee.

This audit will be undertaken on an annual basis.

31/15 Internal Audit Report

The report was received with the overall rating and recommendations being duly noted.

The Vice-Chair **requested that the report be submitted to the next meeting of the Standards Committee** on 17 March '16.

32/15 Progress Report on Previous Internal Audit Recommendations

The original management responses have, as per the request at the previous Committee meeting, now been inserted against each recommendation. The Committee found the report to be confusing and agreed that only the audit recommendations that have not been implemented should be reported.

The Clerk will remove all of the recommendations that have been implemented with an updated report to be submitted to the next meeting (14 Jun '16) TC

33/15 Internal Audit Progress Report

The 2015/16 revised Audit Schedule was received and reviewed. The audit originally scheduled for 2/3 March '16 is to be rearranged. A revised date for the High Needs Learner Support audit is to be agreed.

The Vice-Chair requested that **the final report for Study Programmes also be submitted to the next appropriate meeting of the Standards Committee.** TC

34/15 Minutes of Previous Meeting (1 Dec '15) & Progress Against Matters Arising

The minutes of the previous meeting held on 1 December '15 were agreed and signed by the Chair as an accurate record.

Matter arising:

16/15 The minor amendments to the Credit Card policy were noted. **The amendments were agreed and the updated Credit Card policy was approved.**

35/15 Value for Money update

At the Away-Day to be held on Thursday (10th), the Executive will be looking at benchmarking data that has been prepared ahead of the Area Review process.

36/15 Report of Actions Taken by the Chair on Behalf of the Corporation

There were no actions to be reported.

37/15 Sector updates

The AoC has released helpful guidance entitled, *"Guide for Governors and Senior Leaders on new structures – collaborations, federations and mergers"*.

The Dept. for Business, Innovations & Skills (BIS) has commissioned two research papers for HE and Apprenticeships.

The VP is working with JISC on student destination data.

The potential devolution for Essex has been postponed and will now be reviewed in October '16.

The South East Local Enterprise Partnership (SELEP) has a new Chief Executive.

38/15 Consideration of any Confidential Matters

There were no confidential matters to be considered.

The meeting finished at 10:50am

The next meeting will be held on Tues 14 June 2016