



**Agenda for a meeting of the Seevic College Corporation Risk & Audit committee  
to be held on Tuesday 18 October 2016**

Venue: Board Room

Time: 10:00

Item	Description	Lead person	Action req	Paper	Time (approx)
<b>Procedural matters</b>					
1.	Apologies for absence	Clerk	<i>to receive</i>	<b>Verbal</b>	10:00-10:01
2.	Confirmation of eligibility and quoracy	Clerk		<b>Verbal</b>	10:01-10:02
3.	Declaration of interests	Clerk	<i>to receive</i>	<b>Verbal</b>	10:02-10:03
4.	Election of Chair	Clerk	<i>to elect &amp; agree</i>	<b>Verbal</b>	10:03-10:10
<b>Strategic matters</b>					
5.	Internal audit: Risk & Assurance Annual Report 2015/16	Internal audit	<i>to receive</i>	<b>A</b>	10:10-10:25
6.	Internal audit: Annual Plan 2016/17	Internal audit	<i>to receive</i>	<b>B</b>	10:25-10:40
7.	Internal audit reports	Internal audit	<i>to receive</i>	<b>C</b>	10:40-11:00
8.	Self-assessment questionnaire (Annex C of the JACOP) • <b>SFA revision of JACOP</b>	DP F&R	<i>to receive &amp; agree</i>	<b>D</b>	11:00-11:20
<b>Ensuring Accountability</b>					
9.	To confirm the accuracy of the minutes of the last meeting held on 14 June '16 & discuss and review progress against matters arising	Chair	<i>to agree</i>	<b>E</b>	11:20-11:30
10.	Report of actions taken by the Chair on behalf of the Corporation	Chair	<i>to receive</i>	<b>Verbal</b>	11:30-11:35
<b>Other matters</b>					
11.	Sector updates:	Internal audit/Clerk	<i>to receive &amp; note</i>	<b>Verbal</b>	11:35-11:40
12.	HEFCE Review of Key Information Set (KIS) 2015/16	VP	<i>to note</i>	<b>F</b>	11:40-11:45

13.	Committee ToR & confirmation of committee membership for 2016/17	Clerk	<i>to review &amp; agree</i>	<b>G</b>	11:45-11:50
<b>Confidential matters</b>					
14.	Consideration of any confidential matters	Chair		<b>Verbal</b>	11:50
<b>Date of next meeting</b>					
The date of the next scheduled meeting is: <b>Tues 6 December 2016 @ 10:00am</b>					