



Minutes of the Risk & Audit Committee Meeting Held on Tuesday 18 October 2016 – Board Room

Present: Alex Dobinson Paul Bennett Chris Humpage

Apologies: John Revill (VP)

In attendance: Bruce Balicki Paul Goddard Leisyaen Keane
(DP Finance & Resources) (Scrutton Bland) (Scrutton Bland)
Theresa Cope
(Clerk to the Corporation)

100% attendance

Approved draft

01/16 Apologies for Absence

The apology was received & accepted as above.

02/16 Eligibility & Quoracy

All members were eligible and the meeting was quorate.

03/16 Declaration of Interests

No declarations of interests have been received.

04/16 Election of Chair & Vice-Chair

Following discussions with the Chair of Corporation, and in accordance with the committee ToR, Alex Dobinson has been asked to chair the committee for 2016/17 academic year. The committee are asked to ratify the appointment.

AD was duly elected as committee Chair for the 2016/17 academic year.

Chris Humpage has been asked to continue his role as the Vice-Chair of committee for the 2016/17 academic year, which is supported by the Chair, and the committee are asked to ratify this appointment.

CH was duly elected as committee Vice-Chair for the 2016/17 academic year.

05/16 Internal Audit Annual Report 2015/16

The internal audit Annual Report for 2015/16 was received.

The committee noted that the number of recommendation for y/e 31 July '16 was similar to the number of recommendations for 2014/15.

The internal auditors wished to place on record their thanks to the college management team in ensuring that reports were submitted to the committee in a timely manner.

06/16 Internal Audit Annual Plan 2016/17

The committee had received the draft plan at the committee meeting in June '16. Whilst there are no significant changes, there are some proposed updates to align the Assurance Map with the College's latest Risk Register.

The committee considered the initial areas to be considered for inclusion within the 2016/17 Internal Audit Plan.

There is some angst around cyber security and the education of staff as to how this may be executed and recognised.

Whilst there are currently no significant concerns, **the VP would be asked to provide further information at the next committee meeting in December '16.**

The committee queried as to whether there was any order of priority with the internal audits to be undertaken.

The audit dates are currently being planned and are under consideration. The internal auditors are also mindful of the impending Area Based Review (ABR).

The proposed dates for the internal audit programme 2016/17 will be presented to the committee in December '16

07/16 Internal audit reports

There were a total of 4 reports received with the overall ratings and recommendations being duly noted.

08/16 Self-Assessment Questionnaire

The questionnaire is used by the external auditors for planning purposes.

The document is presented to the committee for recommendation to the Corporation.

The Questionnaire was agreed and recommended to the Corporation for signature.

The Clerk had provided a revised copy of the Joint Audit Code of Practice (JACOP) and the committee were asked to note the minor amendments highlighted.

09/16 Minutes of Previous Meeting (14 Jun '16) & Progress Against Matters Arising

The minutes of the previous meeting held on 14 June '16 were agreed as an accurate record and signed by the Chair.

Matters arising:

47/15 The DP F&R tabled a supplementary paper on the Risk Register in regards to Area Based Review (ABR). There were two risks that the DP F&R wanted to bring to the committee's attention.

The Standards committee had been made aware of the position at last week's meeting and the committee requested a further update at the next meeting (Nov '16).

10/16 Sector updates

- **ABR**

Outcomes from earlier reviews are still awaited. Timescales for London have been reviewed.

- **Apprenticeship levy**

Statistics supplied by the British Chamber of Commerce indicate that 2 out of 5 employers either do not know about or do not understand the new levy.

- **Internal audit structure**

Further to discussions with the management team, the internal auditors were proposing a change in the current structure.

The committee agreed that this is a reasonable approach and the proposal was accepted.

11/16 HEFCE Review of Key Information Set 2015/16

The letter dated 5 August '16 was presented to the committee for information and the contents were noted.

The letter was received.

12/16 Committee ToR & confirmation of committee membership for 2016/17

The ToR has been presented to the Corporation in July '16. There are no fundamental changes proposed from 2015/16.

The ToR were reviewed and agreed.

There have been some changes to the composition of the Board over the summer period. The former committee Chair has been appointed as the Chair of Corporation and has now moved to the F&GP committee. James Beddow has resigned with immediate effect due to work relocation overseas.

PB is welcomed as a new member of the committee.

The meeting finished at 11:35am

The next meeting will be held 6 December 2016