

**Minutes of the meeting of the  
Audit Committee held on  
Monday 19 March 2018, at 4.00pm in the Executive Meeting Room**

**Present:** Mark Bass - Chair  
Sarkis Mazmanian

**In attendance** Wijay Pitumpe - Chief Finance & Enterprise Officer (CFEO)  
Mike Cheetham – RSM (MC)  
Victoria Eastwood - Clerk to the Corporation

**1. Welcome and apologies for absence**

The Chair welcomed those present to the meeting. Apologies for absence were received from the Director of Finance and Estates, Doug Trengove and the College's Financial Statements Auditors (MHA MacIntyre Hudson), as there were no matters for discussion that required their attendance.

**2. Declarations of Interest**

Members were reminded of their responsibility to declare an interest in relation to specific items on the Agenda if appropriate. None were anticipated.

**3. Minutes of the Previous Meeting – Wednesday 29 November 2017**

The Minutes of the previous meeting held on Wednesday 29 November 2017 were agreed as a true and accurate record.

**4. Matters Arising**

An update on outstanding actions from the November 2017 Committee meeting were provided:

Ref.	Action	Responsibility	By (Deadline)	Update
5a	Appointment of Vice-Chair be deferred to the March 2018 meeting of the Committee.	Clerk	19 March 2018	Complete – included on Agenda for March Meeting.
7a	Draft Financial Statements for year ending 31 July 2017 be recommended to the Corporation for approval.	Clerk	11 December 2017	Complete
7b	Draft Financial Statements Management Letter be recommended to the Corporation (subject to inclusion of external context) for approval.	Clerk	11 December 2017	Complete
8	Annual Report of the Audit Committee be recommended to the Corporation for approval.	Clerk	11 December 2017	Complete

There were no further matters arising that were not covered by the Agenda.

**5. Election of Vice Chair of the Committee**

The Clerk advised that as two Members of the Committee were not present at the meeting, it would not be appropriate for the election of Vice-Chair to be considered at this meeting. The Clerk assured the

Committee that Committee meetings would not take place unless the Chair was present and only in unforeseen circumstances would the Vice-Chair be required to take the Chair.

**Agreed: That the election of Vice-Chair be deferred to the June Committee Meeting.**

**6. Internal Audit Assignment Reports**

**(a) Apprentices**

Mike Cheetham (MC) emphasised that the objective of the review was to provide assurance on the controls in place to ensure there was a robust and comprehensive Apprenticeship Strategy and not to review apprenticeship funding.

The Committee were informed that overall assessment for Apprenticeship was assessed as 'Amber – Reasonable Assurance'. Five low recommendations concerning firming up the strategy had been made and accepted by the College.

The Chair noted the deadline for completion of the recommendations was 31 July 2018. MC confirmed that key was to ensure all recommendations were implemented ready for the end of the academic year.

The CFEO assured the Committee that Apprenticeships was a key focus for both the Policy and Resources Committee and the Corporation.

**Agreed: That the recommendations, deadlines and position be noted.**

**(b) Business Planning**

MC advised that this report provided the audit findings on strategic business planning, focussing on overall planning for the College. The overall assessment for Business Planning was assessed as 'Green – Substantial Assurance' with three low level recommendations accepted by the College.

The CFEO stated that the deadline for all recommendations was March 2018 as the College was currently in the middle of the business planning process and the recommendations were being addressed as the process unfolded.

**Agreed: That the Committee note the Report.**

**7. Progress on Previous Internal Audit Recommendations**

The CFEO took the Committee through the internal audit recommendations, advising that the majority were now fully complete and providing explanation against those outstanding.

The Chair queried the position of the NCWR system. The CFEO replied that the updated NCWR form was now in place and the roll out of training to staff had commenced. In response to a further question from the Chair, the CFEO advised that it was anticipated that the training would have been completed by all staff by the end of July 2018.

The CFEO reported that the Sustainability Committee had been rescheduled due to the previous bad weather resulting in the closure of the College. The terms of reference had been updated as per the recommendation but were yet to be approved until the Sustainability Committee convened.

The Committee were informed that the Treasury Management Report would be presented at the June Meeting of the Policy and Resources Committee. There had been no fundamental changes to the policy.

**Action: Ensure NCWR staff training has been completed by end of 31 July 2018. Progress to be advised at the next Committee Meeting.**

**8. Progress on Previous Financial Statement Auditor Recommendations**

The CFEO reported that the College was implementing a fixed asset system to monitor all its assets more efficiently. A further update would be provided at the June meeting of the Committee.

The Clerk advised that the declaration of interest that was unsigned had been received via email and the missing signature had been error. The Committee were assured that future documents would be double-checked for compliance.

The CFEO stated that all other financial statement auditor recommendations had been completed.

**Agreed/Action: That the position be noted and the an update on the fixed asset system be provided at the June Audit Committee.**

**9. Risk Register**

The CFEO advised that the Risk Register had been discussed at the SLT Meeting at the end of February 2018 and a risk management internal audit had just been completed. Learner targets had been categorised as a medium risk and it was noted that this needed to be expanded to have separate risks identified for apprenticeships.

The Chair identified that the title for the current Chief Operating Officer (COO) differed throughout the document. It was agreed that this would be amended.

The Chair stated that the risk surrounding the merger process had been removed but suggested that a risk be included to cover future mergers and the IoT bid. It was noted that this was a low risk at present but agreed that a risk for Growth Opportunities would be added to the register.

**Action: Title of COO to be amended to ensure consistency within risk register.**

**Action: Growth Opportunities to be included as a low risk within the risk register.**

**10. Any Other Business**

There was no further business.

**11. Date and time of next meeting – Monday 18 June, 4.00pm.**

The Chair thanked all present for their contributions.

The meeting concluded at 4.30pm.

Signed.....  
Mark Bass (Chairman)

**ACTIONS FROM MEETINGS OF THE AUDIT COMMITTEE**

<b>Ref.</b>	<b>Action</b>	<b>Responsibility</b>	<b>By (Deadline)</b>	<b>Update</b>
5	Appointment of Vice-Chair be deferred to the June 2018 meeting of the Committee.	Clerk	18 June 2018	Included on the Agenda
7	Ensure NCWR staff training has been completed by end of 31 July 2018. Progress to be advised at the next Committee Meeting.	CFEO	18 June 2018	
8	Update on the fixed asset system be provided at the June Audit Committee Meeting.	CFEO	18 June 2018	
9	COO title to be amended where appropriate within the risk register.	CFEO	ASAP	
9	Growth Opportunities to be included as a low risk within the risk register.	CFEO	ASAP	