



**Minutes of the Audit Committee Meeting
held on Thursday 15 March 2012 at 8.00am
in Room 814 at Matthew Boulton Campus**

Present:

Kathryn James (Chair) (KJ)
Marina Hunt (MH)
Andrew Madden (AM)

In Attendance:

Mark Ashton-Blanksby (RSM Tenon) (MAB)
Scott Winter (RSM Tenon) (SW)
Clive Hill (Executive Director of Support Services) (CH)
Julie Nugent (Executive Director – Organisational and Strategic Development) (JN)
Catherine Bennett (Clerk to the Corporation)

Apologies for Absence:

Bob Pattni (Executive Director of Finance and Resources) (BP)
Zubair Limbada (KPMG) (ZL)

Item 1 - Minutes of Meeting held on 29 November 2011

The Chair led the Committee through the minutes of the above meeting and it was agreed that they were a true and accurate record (save for a minor amendment to minute 8.1 that the Clerk agreed to make).

Action:

Clerk to amend minute 8.1 as discussed.

Matters Arising

The Chair asked about the current position in terms of appointing a Procurement Manager. CH responded that this was still being considered but may happen in six to twelve months time.

The Committee discussed the presentation of insurance documentation confirming that a summary would be more appropriate for this Committee rather than detailed policies.

AM asked if the insurance providers are going to attend an Audit Committee meeting. The Clerk responded that practicalities did not allow it this time round but she would note it as an action point for the summer meeting and liaise with BP to arrange it.

Action:

The Chair asked the Clerk to note as an action point if she could meet with BP to discuss the best way for presenting insurance documentation. The Clerk agreed to arrange this.

Clerk to liaise with BP to arrange attendance of the insurers at the next Audit Committee meeting.

Item 2 – Annual Health and Safety Report

- 2.1 CH presented this item and led the Committee through the Annual Health and Safety Report 2010/11.
- 2.2 CH informed the Committee that this is the first time that this report has come to the Audit Committee and usually it would go directly straight to Corporation. He added that therefore it is in full detail and members can consider how in the future they would wish to consider it.
- 2.3 CH informed the Committee of the processes that were in place in terms of health and safety and led the Committee through the key issues in the report.
- 2.4 The Chair commented that this was very useful. She made some observations which she shared with the Committee, specifically in relation to the role of the Health and Safety Advisor which gives that individual a certain amount of ownership.
- 2.5 The Chair also commented on the benefit of having a helicopter view of how risk is being considered by the Corporation. CH reported that this is certainly coming in to play now that the improved risk management process is in place.
- 2.6 The Committee had a general discussion about the assessment of near miss risk as well as how the College's health and safety issues compare to those of other comparable colleges and CH commented that management are looking at this in more detail.

ACTION:

Comparison of health and safety matters with that of other comparable colleges to be on the agenda for the next meeting.

- 2.7 The Committee noted the report.

Item 3 – Internal Audit Reports

Item 3 (i) – Risk Management

- 3.1 MAB presented this item. He led the Committee through the Risk Management report and confirmed that there was nothing of significance to report to the Audit Committee.
- 3.2 MAB led the Committee through the small number of minor risks that had been outlined in the report. The Committee discussed the recommendations in detail. CH commented that these points had been taken on board by management.

3.3 Following detailed discussion the Committee noted the report.

Item 3 (ii) – Internal Audit Reports – Contracts Management

3.4 MAB presented this item to the Audit Committee. He added that the review considered larger contracts awarded by the College for catering, cleaning and security. He confirmed that substantial assurance was given following the review and that no major recommendations were given.

3.5 MAB reported that the Auditors did not look at the IT contract. CH reported that IT have very specific audits that are delivered by the provider and it would be a difficult process to align those audits with those of the internal auditors. MAB agreed and said it is not uncommon in the sector.

3.6 The Committee discussed the review in detail and agreed to recommend the report to Corporation for final approval.

APPROVED:

The Committee approved the Internal Audit Report on Contracts Management and agreed to recommend it to Corporation for final approval.

Item 3 (iii) – Curriculum Planning

3.7 SW led the Committee through this report and stated that a review of the Colleges curriculum efficiency and curriculum offer was undertaken and this is the first of these reports regarding information derived from the ILR and Senior Managers.

3.8 The Committee had a detailed discussion, particularly focusing on efficiency rates and their relationship with success rates. The Committee also discussed comparators, funding etc. The Chair reported that this was an extremely interesting area but perhaps one that Corporation members may benefit from a KIT session on to enhance their knowledge and understanding of this area. This was agreed.

3.9 MAB also commented that the Internal Auditors had received funding from LSIS to provide training on this very subject and a training session could be arranged. It was agreed that this would be very helpful.

3.10 The Internal Auditors also reported that there were various reports that they could run through their software systems which would provide helpful reports for the College.

3.11 The Committee discussed the appropriate time to recommend this report to Corporation. It was agreed that the Chair would report back at the March Corporation meeting that work was being carried out on Curriculum Planning, but that there was additional work to be carried out during the Summer term and a final update would be reported in at the summer Corporation meeting.

APPROVED:

The Committee approved the report and agreed to recommend it to Corporation for final approval.

ACTION:

- Clerk to include Curriculum Planning on the KIT Session Agenda and to liaise with the Internal Auditors in relation to the training session.
- CH to provide 2010/11 data to internal auditors for report.

Item 3 (iv) – Internal Audit Progress Report

3.13 MAB presented this item. He gave an update on progress for this year and outlined what was left for the remainder of the year.

3.14 In terms of contingency days, the Committee agreed to use these for a review of HR/Performance Management Systems. It was also agreed that the remainder of the contingency days be used for the additional work being carried out on curriculum planning.

3.15 MAB also referred the Committee to the Client Briefing set out in the Appendix of the Progress Report which he said may assist in inform the Committee for next year's Audit Plan.


Item 4 – Any Other Business

There was none.

The meeting closed at 9:15am.

Date of Next Meeting

Thursday 28 June 2012.

Signed  Dated 28/6/12
Chair