

**Minutes of the Meeting of the Audit Committee  
held on Friday 1st March 2019 at 8.00am  
In Room 814  
at Matthew Boulton Campus**

<b>Present:</b>	<b>Apologies:</b>
Simon Thompson (ST) (Chair)	Michele Larmour (ML)
Iqbal Mohammed (IM)	
Dan Zastawny (DZ)	
Amardeep Gill (AG)	
<b>In Attendance</b>	
Cliff Hall (CH)	
Martin Penny (MP)	
Jonathan Lanes (JL) (BDO)	
Alison Rowe (AR) (BDO)	
Tony Felthouse (TF) (KPMG)	
Liam Nevin (LN)	
Shahin Uddin (SU)	

**Apologies & Declarations of Interest**

Apologies were received from Michelle Larmour

There were no declarations in addition to those recorded on the register of interests.

**Item 1 – Minutes of the meeting held on 30 November 2018 and 6 February 2019**

The minutes were agreed as a true and accurate record of the meeting.

**Matters Arising and Action Log**

There were no matters arising and the Action Log was noted.

ST stated that the internal audit reports and the update on the College's financial position were of particular importance and it was essential the Committee devoted sufficient time to these items.

Accordingly it was agreed that items of business would be taken out of order from that proposed on the agenda.

**Item 2 – Update on Financial Position**

This item is recorded in a confidential minute

**Item 3 – Risk Management Update**

It was agreed to defer this item and consider it further during a telephone conference to be arranged for the following week.

**Item 4 – Internal Audit Reports**

This item is contained in a confidential minute

## Item 5 – Internal Audit Reports – Management Actions

It was agreed to defer this item and consider it further during a telephone conference to be arranged for the following week.

## Item 6 – Update on GDPR Implementation

LN advised that there was good progress against the strategic plan but that there were three areas that were RAG rated as amber that raised similar issues, being concerned with how the College managed electronic data and the processes that it used for the storage, review, deletion and archiving of such data and the access rights of staff to the College's various databases. These were potentially significant projects that were in the early stages of review. LN further advised that he felt that sufficient progress had now generally been made to invite internal audit to undertake a review, and the preparation for this would start imminently.

Accordingly it was

### RESOLVED

- That the report be noted

## Item 7 – Insolvency Regime Update

MP provided a briefing on the latest position as set out in the paper accompanying the agenda item.

## Item 8 – Review of Arrangements for internal and external audit 2019/20

MP advised that the contract with BDO allowed for an extension for another year and that with the various issues that the College was addressing it would be to the College's benefit to agree to an extension.

With regard to KPMG it was noted that the College had been supported by the current partner for a considerable period of time and it would be beneficial to now secure a change of partner as a condition of extending the contract for a further twelve months

Accordingly it was

### RESOLVED

- That the appointment of BDO as internal auditors and KPMG as external auditors be extended to incorporate the 2019/20 academic year.
- That the College seek the rotation of its client partner with KPMG

## Any Other Business

None

Date of next meeting: Friday 28 June 2019

Signed.....  
Chair

Chair

Date.....  
28/6/19