

Minutes of the Audit Committee Meeting

held on Friday 17 March 2023 at 8.00am

By Microsoft Teams

Birmingham Metropolitan College

Present	Apologies
Helen Miles (HM)	Dexter Hutt (DH)
Alaric Rae (AR)	Julie Willis (JW)
Sharon Isaacs (SI)	
In attendance	
Pat Carvalho (PC)	
Stephen Belling (SB)	
Simon Eaton (SE)	
Fiona Yardley (FY)	
Anna Jackson (AJ)	
Andrew Crowter (AC)	
Louise Tweedie (LT) RSM	
Razia Gent (RZ) BDO	
Sacha Abassi (SA) BDO	

Ref	Agenda Item
	Apologies
	Apologies were received from DH and JW
	Declarations of Interest
	No declarations were received in addition to those recorded in the Register of Interests.
1 (i)	Minutes of Audit Committee AND Joint Minutes of Audit and Finance Committees 29th November 2022
	<p>The minutes of the Joint Audit and Finance Committee meetings and Audit Committee for 29th November 2022 were fully reviewed.</p> <p>IT WAS RESOLVED THAT: AC 22/23:8 Subject to three typographical errors, the minutes of the Audit Committee meeting held on 29th November 2022 be approved.</p> <p>IT WAS RESOLVED THAT: AC 22/23:9 The minutes of the Joint Audit and Finance Committee meeting held on 29th November 2022 be approved.</p>
1(ii)	Matters arising and Action Log
	It was noted that one action in the log had been completed and 4 actions were in progress.
2	Health and Safety Report
	<p>AC presented the report in the Committee pack in relation to the autumn term and emphasised the following points:</p> <ul style="list-style-type: none"> The Health and Safety Policy had been reviewed to take account of staff and structure changes and changes to Health and Safety Legislation. Local risk assessments had now been completed by each department.

Ref	Agenda Item
	<ul style="list-style-type: none"> • The Health and Safety Manager had now been trained to be a first aid trainer which enabled courses to be run in house on an as needs basis. • Fire Safety Marshal training had been refreshed at Matthew Boulton. • New Fire Regulations coming into force in 2022 had been reviewed to ensure compliance. • Health and Safety Committee meetings continue to be well attended. • There were no RIDDOR issues to report. • An increase in minor incidents was to be noted and are explained by the return to college post Covid. • A “Near miss”- campaign is in progress to heighten awareness and vigilance. • Significant Trauma kits are now available on all college sites. • The Trips and Visits Policy is currently being reviewed. <p>Governors’ Questions and Observations</p> <ol style="list-style-type: none"> 1. The autumn term report provides a comprehensive overview of points of concern and evidence that good work is being done. The approach to ensuring First Aid training is evidence of good management thinking and practice. (HM) 2. <i>What work is being done to address recent incident regarding incident management and poor student behaviour. (HM)</i> <p>SE advised that a report on measures taken to address security concerns would be brought to Corporation for review. A review of security requirements had been undertaken and measures were being taken as a response.</p> <p>IT WAS RESOLVED THAT: AC 22/23: 10 The Autumn term Health and Safety Report be noted.</p>
3	<p>Contract Compliance</p> <p>SB presented the Contract Compliance Report in the Committee Pack and emphasised the following: -</p> <ul style="list-style-type: none"> • New Communication protocols had been put in place with BCU which should address contract management concerns. • Concerns about sub-contractors’ compliance with safeguarding training are being addressed with individual subcontractors. <p>Governors’ Questions and Observations</p> <ol style="list-style-type: none"> 1. Improvements in relation to contract compliance and the contract management over the past 18 months are to be noted. (HM)

Ref	Agenda Item
	<p>IT WAS RESOLVED THAT: AC 22/23- 11 The content of the Contracts Compliance Report be noted.</p>
4	<p>Internal Audit Report in relation to Safeguarding.</p> <p>LT introduced the internal audit report provide in the Committee Pack relating to safeguarding and advised:</p> <ul style="list-style-type: none"> • The audit had reviewed three key safeguarding areas: the vetting procedures of staff re DBS and qualifications; student mental health and well- being; and staff mental health. • The audit found that the required strategies , consultation, and policies were all in place and were being complied with in practice. • It was important to note that expectations and requirements in relation to mental health presented significant challenges to the Further Education Sector as a whole and were very demanding in terms of resources. • One suggested policy enhancement was to set out more fully what DBS requirements must be met after a break in employment or in respect of new starts. <p>Governors Observations and Questions</p> <ol style="list-style-type: none"> 1. The report provided evidence that the college was deploying good practice to support students and recognised the good work being done by BMet staff to support staff and students. (HM) 2. <i>Are actions being taken to respond to recommendations? (HM)</i> <p>SE confirmed that the follow up actions were being actioned: The HR policy covering DBS checks is being updated to provide the clarity recommended by RSM. The process of obtaining DBS checks is also being changed. An external provider has been commissioned to coordinate the process of obtaining checks where required.</p> 3. Committee would like an update report on the performance of the external provider (HM) <p>IT WAS RESOLVED THAT:</p> <p>AC 22/23-12 The content of the Internal Audit Report in respect of safeguarding, and the assurance it provides, be noted.</p>

5	Risk Register Review
	<p>RG and SA gave a presentation explaining work that had been done with the Senior Leadership Team (SLT) in the development of an updated Risk Register and emphasised the following:</p> <ul style="list-style-type: none"> • Development work was commenced in May 2022. • Training on risk appetite and risk management was provided to the SLT and followed up with a survey designed to review risks and risk appetite. • The SLT then participated in a workshop involving a review of the levels of assurance required in respect of risks faced by the college and level of controls needed to address them.

Ref	Agenda Item
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	<ul style="list-style-type: none"> • SLT engagement was good and has resulted in the production of a risk assurance map which includes 3 lines of assurance. • Risk appetite was considered in respect of each risk area alongside score alignment. • A risk assurance map taking was produced and took account of gross and net risks. • BDO then undertook an analysis of control strengths to determine effectiveness of risk management processes proposed by the college. <p>Governors Questions and Observations.</p> <p>1. <i>The risk appetite referred to in the BDO report reflects what Governors would have expected (HM)</i></p> <p>2. <i>The risk management dashboard evidences the amount of work done to enable monitoring to be done in a manageable way (HM)</i></p> <p>PC advised that the review process has allowed SLT to ensure that a real evaluation of risks is undertaken effectively and allows the team to ensure proper account is taken account of such things as the ONS reclassification and devolution of Central Government controls to the West Midlands Combined Authority.</p> <p>3. <i>It is important to ensure ongoing reviews take place in a timely way to ensure risks are management effectively, particularly in relation to curriculum development (AR)</i></p> <p>4. <i>Some of the risk appetite levels identified in the report need to be reviewed by Governors to ensure that complacency is not driving assessments (AR).</i></p> <p>SE advised that the risk appetites needed to be reviewed further to take account of legal and financial factors and ensure that mitigation actions will address risks effectively</p> <p>5. <i>The level of debate stimulated by the Risk Assurance Map is evidence of the map being an effective governance tool. (HM)</i></p> <p>IT WAS RESOLVED THAT:</p> <p>AC 22/23- 13 The Risk Assurance map be noted</p> <p>AC 22/23- 14 The risk appetite be further reviewed by Governors in the Autumn term following completion of internal quality assurance process undertaken by BDO and further review of risk appetite assessments by the Senior Leadership Team.</p>
6	Any other Business
	<p>SE advised that the procurement process for appointing an external auditor had been started.</p> <p>Tenders are due to be returned in April and after which interviews will take place in collaboration with the Chair of the Audit Committee.</p> <p>There being no other business, the meeting was concluded at 11.00 am</p>

Ref	Agenda Item

H Miles

Signed: [H Miles \(Jul 25, 2023 14:18 GMT+1\)](#)

Chair: Helen Miles