

Minutes of the Finance and Audit Committee meeting

held on Tuesday 29th November 2022 at 9.00am

By Microsoft Teams

Birmingham Metropolitan College

Present	Apologies
Helen Miles (HM)	Iqbal Mohammed (IM)
Alaric Rae (AR)	Sharon Isaacs (SI)
In attendance	
Sir Dexter Hutt (DH)	
Pat Carvalho (PC)	
In attendance	
Stephen Belling (SB)	
Simon Eaton (SE)	
Fiona Yardley (FY)	
Andrew Crowter (AC)) Agenda Item	
Louise Tweedie (LT) RSM	
Mark Dawson (MD) KPMG	

Ref	Agenda Item
	Apologies
	<p>Apologies were received from SI and IM</p> <p>It was noted that the meeting was not quorate and that all proposed resolutions would need to be referred to Corporation for approval.</p>
	No Declarations of Interest
	No declarations were received in addition to those recorded in the Register of Interests.
1 (I)	Minutes of Audit Committee 24 th June 2022
	<p>The minutes of the meeting held on 24th June 2022 were accepted as a true and accurate record.</p> <p>IT WAS RESOLVED THAT: AC 22/23:1 The minutes of the meeting held on 24th June 2022 be commended to Corporation for approval.</p>
2	Health and Safety Report
	<p>AC presented the Health and Safety report in the committee pack and emphasised the following:</p> <ul style="list-style-type: none"> Regarding Covid, a spike in the number of reported cases matched those noted by the World Health Organisation; the number of cases being reported had now dropped. Departments were being supported in their preparation of risks assessments Changes have been made to how first aid is provided following the Covid Pandemic. New First aiders have been recruited and will receive training and a small additional monthly payment for taking on additional duties. The college is developing its in- house capacity to provide first aid training.

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	<ul style="list-style-type: none"> The college's lock down procedure has been tested and reviewed. As a result, the alarms are being reviewed so that the difference between a fire alarm and a lock down alarm is clear. A post covid internal audit inspection identified no high- risk findings. Some medium and low risk findings are being addressed. The Health and Safety committee is working well and involves active collaboration with the Unions and College Vice Principals. <p>Governors' Questions and Observations</p> <p>1. How do we alert those who have difficulties with hearing? (HM).</p> <p>AC advised that a personal evacuation plan is prepared for anyone who has declared a hearing difficulty.</p> <p>2. Does the lockdown procedure get factored into personal plans? (HM)</p> <p>AC advised the lockdown procedure would be factored into future planning.</p> <p>3. Is the Matthew Boulton campus at greater risk to the need for lock down because of its city centre location? (DH)</p> <p>AC advised that the threat to European educational organisations is considered to be a comparatively low risk and as such the general risk to areas with high building and dense populations is considered to be identical.</p> <p>4. What actions have been considered necessary following the incident at the Erdington Skills Centre? (DH)</p> <p>AC advised that a booster has been installed to support phone and radio signals and security barriers are being introduced.</p> <p>5. Are the Fire Services involved in the college fire drill exercises? (DH)</p> <p>AC advised that the Fire Services are not involved in fire drill exercises but the college ensures that the time taken to clear buildings complies with Fire Service expectations and that we liaise on an as needs basis.</p> <p>IT WAS RESOLVED THAT AC 22-23- 2 The content of the Autumn Health and Safety Report be noted.</p>
3	Annual Insurance Report
	<p>FY presented the Annual insurance report and emphasised the following: -</p> <ul style="list-style-type: none"> The cover purchased in relation to cyber security is in line with that recommended by the college's insurance broker and that taken out by other similar sized colleges in the FE Sector. Three claims are in progress- two relate to motor accidents and one relates to a personal injury claim.

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	<p>Governors' Observations and Questions</p> <p>1. <i>Is the Executive confident in the level of cyber security insurance cover in place?(HM)</i></p> <p>SE advised that the Executive have relied on the expertise presented by the insurance broker and taken account of their knowledge of claims within the FE Sector.</p> <p>IT WAS RESOLVED THAT: AC 22/23: 3 The content of the Annual Insurance Report be commended to Corporation for noting and approval.</p>
4	<p>Contract Compliance Report</p> <p>SB introduced the Contract Compliance Report and emphasised the following:</p> <ul style="list-style-type: none"> • Three of the recommendations from the external assurance audit report had been actioned. • Four of the recommendations were in the course of being implemented. • Issues had arisen regarding the timeliness of signing agreed contract terms. • Consideration would be given to reducing the need for annual contracts where viable to reduce the risk of delays. <p>Governors' Observations and Questions</p> <p>1. Further consideration should be given to what action can be taken when contracts are not signed in advance of delivery.(AR)</p> <p>2. Further consideration should be given to how the due diligence process can be made easier. (AR)</p> <p>IT WAS RESOLVED THAT: AC 22/23: 4 The content of the Contract Compliance Report be noted by Corporation</p> <p>AC 22/23: 5 An annotated report on progress made in respect of compliance be provided in March.</p>
5	<p>Risk Register</p> <p>SE introduced the Risk Tracker report in the Committee Pack and emphasised the following: -</p> <ul style="list-style-type: none"> • The Risk register has been revised following the recommendation of BDO and was fully updated by departments during the summer term. • The college is in the final stage of training in respect of the reviewing the risk assurance framework for each of the risk areas and the associated mitigations. <p>Governors' Observations and Questions</p>

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	<ol style="list-style-type: none"> 1. Consideration should be given as to whether Safeguarding should be classified as a separate risk rather than an emerging risk. (AR) 2. The Committee should undertake a Deep Dive in relation to the new Risk Register at its next meeting. (HM) 3. <i>Is the senior leadership team (SLT) reviewing the risks on a regular basis? (HM)</i> SE advised that the risks were being reviewed by SLT and that there has been a particular focus on IT and Cyber security. The college has now secured Cyber Essentials certification. The Wifi Infrastructure update is nearly complete. 4. A deep dive review of the IT and Cyber Security Strategies should be built into the Audit Committee's work plan. (AR) 5. Ensure the dates in the Risk Register use the same format (HM) <p>IT WAS RESOLVED THAT: AC 22/23: 6 The content of the Risk Tracker Report be noted and approved by Corporation .</p>
6	Internal Audit Plan
	<p>LT introduced the internal audit plan and advised: -</p> <ul style="list-style-type: none"> • The plan had been developed following a review of the college's current risk register, consideration of current and emerging risks from within the Further Education sector, policy development and possible regulatory changes, recent coverage from historic assurance providers, and core areas of business activity. • Key recommended focus areas are: <ul style="list-style-type: none"> ○ Safeguarding and the controls around DBS checks and employment history, mental health and well- being and links to potential risk to students. ○ IT – Cyber Security ○ Higher Education ○ Payroll ○ Apprenticeships, considering the new 2022 /23 funding rules <p>Governors' Observations and Questions</p> <ol style="list-style-type: none"> 1. <i>How are assurances around the risk of fraud provided ? (DH)</i> LT advised these assurances are provided through an audit of the controls around payroll and new starters. 2. The Sector Report provided in advance of the meeting was valuable (HM) <p>IT WAS RESOLVED THAT: AC 22/23: 7 The internal Audit plan for 2022- 2023 be commended to Corporation for approval</p>
12	Any other Business
	There being no other business, the meeting concluded at 11.00 am

H Miles

Signed: [H Miles \(Jul 25, 2023 14:17 GMT+1\)](#)

