

Minutes

MEETING OF AUDIT COMMITTEE

DATE 5.00PM, THURSDAY, 26th May 2016

VENUE Classroom PS211 PROFESSIONAL STUDIES BUILDING , PARSONS WALK,
WIGAN CAMPUS

ATTENDANCE: Committee Members:

Governors

David Rogers Chair (leave of absence)
Ann Harrison. Vice Chair (Acting Chair)
Kath Causey
Alison Dann

External Co-optee

Pauline Hunter

Clerk to the Governing Board

Lorna Lloyd-Williams

Vice Principal Finance
Vice Principal College Services

Claire Jarvis
Louise Brown

Internal Auditors (RSM)

Nicki Crail

External Auditors (Wylie Bissett)

Douglas Scott

Italics denote absence

The Chair opened the meeting for business at 5.00 pm and the meeting was quorate with 2 members present.		
Minute	Item	
A/16/05/37	1	CONSULTATION WITH AUDITORS The Committee advised that they had no need to meet independently with the Auditors.
A/16/05/36	2	APOLOGIES – Were received and accepted from Kath Causey.
A/16/05/37	3	DECLARATIONS OF INTEREST No declarations of interest were made.
A/16/05/38	4	MINUTES OF THE MEETING HELD ON THURSDAY 17th MARCH 2016 – were accepted as a correct record and approved for signature by the Chair.
A/16/05/39	5	MATTERS ARISING
	5.1	It was noted that these were all completed or scheduled.
A/16/05/40	6	RISK MANAGEMENT Risk Register Update The Vice Principal Finance spoke to her report. She identified that the risk register was

		<p>not as comprehensive as she would like it to be, but that appropriate and relevant KPIs were being monitored. Overall the framework was not as clear and robust as it could be however this is a work in progress and advisory recommendations from the Internal Auditors have been incorporated in to the Risk register, particularly regarding sources of assurance. Risk scoring has changed and is more detailed and now includes a direction of travel.</p> <p>The committee were asked for comments on format and advised that work would be done with the Auditors and Clerk to develop board assurance mapping. Governors commented on the RAG rating and sources of assurance, that it was easier to read. There was also discussion around numbering of risks and it was agreed that the Vice Principal Finance would decide upon this.</p>
A/16/05/41	7	<p>AUDIT IMPLEMENTATION PLAN</p> <p>The Vice Principal Finance spoke to her report. The committee were advised that all the recommendations are in progress or already implemented. Of the audits that took place since the last meeting all audit opinions are green with no new recommendations added.</p>
A/16/05/42	8	<p>INTERNAL AUDIT REPORTS</p>
	8.1	<p>Progress Report</p> <p>Nicki Crail of RSM spoke to her report and referred the committee to page 5 of the report which gave outcomes of work to date and previously reported to committee all of which provided very positive assurance. She informed the committee that there was 1 more potential piece of work which would be discussed with the executive as to whether it would go ahead but that they would be able to issue their annual opinion.</p> <p>Emerging issues that are standard to sector were shared with the committee and Governors questioned whether the issue around area reviews related more to merger which she confirmed it did.</p>
A/16/05/43	8.2	<p>Internal Audit Report on Risk Management</p> <p>Nicki Crail spoke to her report. She advised that the risk management had focused on controls – do they exist and do what they are mean to do. Auditors were able to give positive assurances and commented that the sources of assurance listed on the risk register were good.</p>
A/16/05/44	8.3	<p>Internal Audit Report on Student Records – Administration</p> <p>Nicki Crail spoke to her report She advised that this had been a compliance review against a number of key controls. Again the audit gave positive assurances and she commented that there were less recommendations than seen in other colleges. The Committee expressed their thanks and commented how heartening it was to see improvement.</p>

A/16/05/45	9	EXTERNAL AUDIT External Audit Planning memorandum <p>Douglas Scott of Wyllie Bissett explained that the purpose of the External Audit Planning memorandum is to set out the approach to the audit which will take place in September/October. He set out the objectives and number of tests needed to issue the management letter. The committee's attention was drawn to the fact that this will be the first year they will be working under college's SORP. The Vice-Principal Finance explained that she didn't expect the impact of this to be too great.</p>
The Auditors were thanked for their attendance and contribution and left the meeting at this point.		
A/16/05/46	10 10.1	INTERNAL AUDIT TENDER Appointment of Internal Auditors <p>The Vice-Principal Finance took the committee through the tender process. The Acting Chair of the Audit Committee was involved in all aspects. The quality of the bid by existing internal auditors was not strong with a number of responses not being comprehensive enough. Three firms were shortlisted to present, one firm stood out, and ICCA could be recommended for the next three years who are sector specialists.</p> <p>Governors commented that in having an audit service they wanted see added value not just compliance, they wanted some flexibility in the service.</p> <p>Resolved: Recommend to the Board that ICCA be appointed as internal auditors for a period of three years.</p>
A/16/05/47	10.2	Internal Audit Annual Plan 2016/17 <p>This is to be presented at the next Audit meeting and it was agreed that there should be an additional meeting in September for this purpose.</p>
A/16/05/48	10.3	KPIs for Internal Auditors <p>Resolved: KPIs for internal auditors approved.</p>
A/16/05/49	11	ANNUAL CYCLE OF AUDIT COMMITTEE BUSINESS Annual Cycle of Business and Programme of Meetings. <p>Resolved : The annual cycle of Business and Programme of Meetings for 16/17 was approved</p>
A/16/05/50	12	ANY OTHER BUSINESS <p>The Vice-Principal Finance gave a verbal report on procurement, advising that the procurement policy had not been departed from, that all transactions complied with it.</p> <p>Governors asked which policy included timelines regarding tender and were advised that this was the financial regulations.</p> <p>.</p>
A/16/0	15	DATE AND TIME OF NEXT MEETING – Tuesday 6 th September at 5pm

The Chair declared the meeting closed at 5.55pm