



## **BOARD OF MANAGEMENT AUDIT & RISK COMMITTEE MEETING**

Minute of the Audit & Risk Committee meeting held on Tuesday 27 November 2018 at 4.30pm in Y150, Board Room, Gardyne Campus.

**PRESENT:** G Robertson (Chair Audit)  
T Pirie  
M Thomson

**IN ATTENDANCE:** C Blake (Vice Principal)  
S Taylor (Vice Principal)  
C Hyslop (Audit Scotland)  
D Kerr (Audit Scotland)  
S Inglis (Henderson Loggie)

### **1. WELCOME**

G Robertson welcomed members of the Audit Committee and indicated that the meeting was not quorate. Decisions made at the meeting would be confirmed with members by e-mail and formally approved at the next meeting.

It was confirmed that an independent meeting with audit representatives had been held directly prior to the meeting.

### **2. APOLOGIES**

Apologies were received from S Watt, P Milne & M Williamson.

### **3. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **4. MINUTE OF AUDIT & RISK COMMITTEES – 18 SEPTEMBER & 23 OCTOBER 2018**

The minutes of the Audit Committees meetings held on 18 September & 23 October 2018 were approved as a correct record.

#### **4.1 Matters Arising**

##### **Data Breaches Report to Committee**

It was agreed that a report should come to each Audit & Risk Committee even with a “nil” response if appropriate. **C Blake to progress.**

##### **Asset & Fleet Management**

C Blake explained that the Asset Register was virtually complete and captured data on 660 items at a replacement value of c. £2.5m. B Grace will take over the maintenance of the Register and in early summer 2019 physical asset and random checks will be carried out.

##### **Contract Register**

C Blake confirmed that the Contract Register (managed by the Procurement Manager) was live.

All staff using P2P had been given a clear message on the requirements and approaches in respect of orders (rather than requisitions).

Discussion took place on the inclusion of Procurement in the Internal Audit Plan. This would be considered and reported back to the next meeting. **C Blake and S Inglis to progress**

#### **5. STRATEGIC RISK REGISTER**

G Robertson commented that there had not been a review of the Risk Management policy since 2015, but noted that this was on the Internal Audit Plan for 2018/19.

S Taylor confirmed that the Risk Register was “high level” and that potential lower risks were picked up and discussed at Executive Leadership Team level. After discussion it was agreed that there was no need to change the reporting on the Risk Register.

S Taylor noted that there were no changes to risk factors or ratings, but noted that the risks associated with Brexit had been updated to highlight the role of Workforce Planning as a mitigating factor.

The inclusion of reference to the Cyber Security action plan was noted and C Blake confirmed that the College had achieved Cyber Secure Essential and that the Cyber Security Plan was on the agenda for the Board of Management meeting in December 2018.

The Strategic Risk Register was approved.

#### **6. AUDIT COMMITTEE REPORT TO BOARD**

The Committee noted that they were content with the content of the report and agreed the circulation to the Board in December 2018. **S Taylor to progress.**

#### **7. INTERNAL AUDIT REPORTS**

##### **Student Activity**

S Inglis summarised the report on student activity, highlighting that this was a prescribed audit to fulfil SFC requirements. S Inglis confirmed the “clean opinion” to SFC.

G Robertson thanked S Inglis for his input.

The report was approved.

### **Student Funding**

S Inglis summarised the audit report on student support funds, confirming that this conformed to SFC requirements in relation to the range of funds identified. S Inglis indicated that there had been one overpayment due to clerical error – repayment is being pursued by the Finance Department.

The report was approved.

### **AUDIT FOLLOW-UP SUMMARY**

C Blake noted that there were 5 revised deadlines that had been agreed with S Inglis.

G Robertson enquired about the “not due yet” for 2016 and 2017. C Blake confirmed that she would look in to these but suspected that they were noted in the wrong column and should be “revised deadlines”. **C Blake to progress.**

The Committee noted that the report indicated that monitoring of agreed actions was under control.

### **8. DATE OF NEXT MEETING**

The next Audit Committee meeting was confirmed as: **Tuesday 5 March 2019 at 5.00pm in A214, Kingsway Campus.**

### **Action Point Summary**

<b>Action</b>	<b>Responsibility</b>	<b>Date</b>
Data Breach Reports (including nil reports) to be made at each meeting	CB	Every Meeting
Internal Audit plan to be reviewed to consider including Procurement in the 2019 Cycle	CB & SI	5 March 2019
Audit Committee Report to be provided to the Board	ST	11 December 2018
Audit Follow-Up – Check “not yet due” 2016 & 2017 and report to Committee chair	CB	21 December 2018



**BOARD OF MANAGEMENT  
JOINT AUDIT AND FINANCE & PROPERTY COMMITTEE MEETING**

Minute of the Joint Audit and Finance & Property Committee meeting held on Tuesday 27 November 2018 at 5.15pm in Y150, Board Room, Gardyne Campus.

**PRESENT:**

G Robertson (Chair Audit)	Steven Mill (Chair Finance & Property)
T Pirie	A McCusker
M Thomson	A O'Neill
G Bisset	G Ritchie
D Fordyce	

**IN ATTENDANCE:**

C Blake (Vice Principal)	S Hewitt (Vice Principal)
S Taylor (Vice Principal)	B Grace (Head of Estates)
C Hyslop (Audit Scotland)	B Ferguson (Head of Finance)
D Kerr (Audit Scotland)	
S Inglis (Henderson Loggie)	

**1. WELCOME**

G Robertson welcomed members of the Finance and Property Committee to the joint meeting.

**2. APOLOGIES**

Apologies were received from S Watt, P Milne, M Williamson & C Clinkscale.

**3. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**4. FINANCIAL STATEMENTS AND ACCOUNTS**

**4.1 AUDIT REPORT (Audit Scotland)**

C Hyslop guided members through the key points of Audit Scotland's Annual audit report, commenting in particular that the achievement of the very positive clean audit report.

She drew attention to the well prepared Accounts and thanked the Finance Team for the work completed on time.

A McCusker congratulated the Finance team and this was echoed by other members. C Hyslop highlighted the requirement to include more details in the Performance Report, as a requirement of the Government Guidance which was now included.

Discussion took place on the benefits of including web links in the Performance Report for example Education Scotland rather than large amounts of text.

C Hyslop indicated the Audit Scotland are preparing Good Practice Guide for the sector on what should be included in the performance and governance reports.

C Hyslop confirmed that there was no requirement to consolidate the D&A Foundation funds within the 2017/18 accounts and advised that this would be reconsidered again in future years.

Confirmation that the College was financially sustainable as a 'going concern' was noted and A McCusker queried how this was judged given the difficult financial circumstances faced. It was noted that this was considered over a range of factors including the in-year position and future financial strategy.

A range of detail in the report was discussed and it was confirmed overall that the College had effectively managed its Finances.

The report was approved for submission to the full Board. **C Blake to progress.**

#### **4.2 ANNUAL REPORT ON AUDIT (HENDERSON LOGGIE)**

S Inglis delivered a summary of the year's work including a summary of the individual reports.

G Robertson asked if ICT Security would be added to the Internal Audit Plan. S Inglis indicated that discussion had taken place at the Audit Committee meeting with regards to adding Procurement to the Internal Audit Plan and noted that both items could be considered when looking at the plan going forward.

Highlighted by D Fordyce S Inglis will look at the Time Spent - Actual v Budget as there is an error re the number of days indicated for Management & Planning.

A McCusker asked if S Inglis was happy with the speed of the progress and he confirmed that this was manageable. C Blake confirmed that the Audit & Risk committee scrutinised the report at each meeting.

S Mill asked how work arising from the Asset and Fleet Management audit was progressing. C Blake confirmed that this had been discussed at the Audit & Risk Committee and confirmed that B Grace would be leading on working toward a single Asset Register which is almost complete.

S Inglis will update the document page 19 showing "\*" (highlighted by A O'Neill) which was a direct lift from a previous version of the document in error.

The report was approved subject to the minor amendments.

#### **5. DATE OF NEXT MEETING**

The next Joint Audit and Finance & Property Committee meeting would be confirmed within the 2018/19 Board meetings schedule.

#### **Action Point Summary**

<b>Action</b>	<b>Responsibility</b>	<b>Date</b>
Financial Statements and External Audit report to be forwarded for approval at full Board	CB	11 December 2018
Internal Audit plan to consider Procurement & ICT Security for 2019	CB & SI	5 March 2019