

# BOARD OF MANAGEMENT



## Audit & Risk Committee

Tuesday 20 September 2022 at 5.00pm

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Minute of the Audit & Risk Committee meeting held on Tuesday 20 September 2022 at 5.00pm, room Y150 Gardyne Campus

**PRESENT:** H Honeyman (Chair Audit) S Middleton  
M Williamson R McLellan  
K Ditcham

**IN ATTENDANCE:** J Carnegie (Vice Principal) M Sanderson (Executive Secretary)  
S Taylor (Vice Principal) D Archibald (Henderson Loggie)  
A Kerr (Audit Scotland) L O'Donnell (Regional Chair)

### 1. WELCOME

H Honeyman welcomed members of the Audit Committee. H Honeyman also welcomed L O'Donnell to the meeting as the new Regional Chair.

### 2. APOLOGIES

Apologies were noted from K Keay.

### 3. DECLARATIONS OF INTEREST OR CONNECTION

None.

### 4. MINUTE OF THE PREVIOUS MEETING – 7 June 2022

The minutes of the Audit and Risk Committee meeting held on 7 June 2022 was approved as an accurate record.

### 5. MATTERS ARISING

Matters arising from previous meeting were closed.

### 6. INTERNAL AUDIT

#### 6.1 2021/22 Progress Report

D Archibald summarised the report noting that all audit work was complete or on schedule but highlighted the potential impact on the student activity audit timeline due to a national issue with the SFC FES system. M Williamson asked if this could impact on the final report for all colleges, not just Dundee and Angus. D Archibald confirmed this could arise, but it was hoped that this would not be the case.

S Taylor noted there were no major concerns for L Crichton and her team or the auditors, in terms of the audit timescale.

K Ditcham asked what FES stands for. S Taylor confirmed this was the FE Statistics returned to the Scottish Funding Council and was the data set that confirmed overall student activity in terms of funded credits.

The progress report was noted.

## **6.2 Follow up Review**

D Archibald highlighted the follow up review, noting that good progress had been made in closing out of audit recommendations. The Committee welcomed the excellent progress made.

The follow up review was noted.

## **6.3 Follow up Summary**

J Carnegie summarised her paper, noting, highlighting that the College would be involved in work around the National fraud incentive again this year (this happens around every two years).

J Carnegie noted a delay in progressing the debt management procedure, noting this hasn't been published due to staff changes in the Finance team.

The paper was noted.

## **6.4 2022/23 Annual Audit Plan**

It was highlighted the Audit plan was a draft for consideration and approval. The only change to the plan was to incorporate an additional review of cash handling for catering outlets due to a recent theft issue.

L O'Donnell asked if community partnership should be changed to a priority within the plan. D Archibald confirmed this was a low risk, because it was considered two years ago, as part of the three-year plan.

L O'Donnell asked if consideration could be given to the categorization of different partnerships to reflect the different level of input or activity of these. J Carnegie advised that this could be looked at in terms of the audit plan to focus on the most significant partnership areas.

H Honeyman asked if the audit scope needed to be more specific in terms of the wellbeing aspect of health, safety, and wellbeing, as this could be a standalone item. J Carnegie explained that the link within the audit scope between health, safety and wellbeing was quite well defined and that this would direct the fieldwork in a manageable way.

R McLellan noted he was surprised that Business Development scored low in the audit plan and asked if this should be higher given the need for the College to bring more money in. D Archibald noted this was low because it had been reviewed recently.

K Ditcham noted the reflection on student experience within the table, but not from staff or anything noting staff welfare. K Ditcham asked if this could be included. J Carnegie noted the Health, Safety and Wellbeing review would cover both Staff and Students. In response to a question from R McLellan S Taylor summarised the arrangements in place for staff satisfaction surveying.

D Archibald noted that he would remove the reference to 'issues' within the plan, as he confirmed this was not helpful language.

H Honeyman asked when Business Continuity activities had last been reviewed. J Carnegie confirmed this had been conducted after the cyber-attack (2020) and it was noted that a further desk top exercise had also been conducted since then.

Following consideration, the audit plan was approved.

## **7. STRATEGIC & COVID RISK REGISTERS**

S Taylor summarised the Risk Register papers and asked the Committee for approval, in removing the stand alone COVID Risk Register.

M Williamson asked if heating and energy cost increases were included and accounted for within the financial security risk. J Carnegie confirmed they were, but that the Finance and Property Committee may propose an increase in the risk rating for this item at its next meeting. J Carnegie noted that it was unclear if the energy price cap arrangements would impact on the College sector.

L O'Donnell asked if some risks should be re-evaluated – 1.2, 3.5, 4.7, 4.1 and 4.3. H Honeyman confirmed they could be reviewed. S Taylor noted the Audit and Risk Committee had delegated authority to set the Risk Register and proposed that he pick up on the proposed changes with L O'Donnell and bring proposals back to the next meeting for discussion. This was approved, S Taylor to progress.

H Honeyman highlighted that the Committee had been asked to approve the removal of the separate, COVID risk register and implement a pandemic risk within the main Strategic Risk Register. The Committee approved these changes.

## **8. EXTERNAL AUDIT**

A Kerr noted there has been no substantial audit activity since the June meeting but that the end of year audit work was scheduled to commence in three weeks' time. A Kerr noted the final annual audit report, will be produced for consideration at the Joint Audit and Risk and Finance and Property Committee in early December.

A Kerr highlighted the recent Audit Scotland publication on the College Sector, J Carnegie noted that this had been shared with all Board members before the summer.

## **9. ANNUAL DATA PROTECTION COMPLIANCE REPORT**

S Taylor highlighted the annual compliance report for noting, highlighting that this report had arisen as a recommendation from the recent audit. S Taylor noted that there had been no reportable data breaches in the past year.

H Honeyman asked if the College tested for data breaches through 'mystery shopping.' J Carnegie confirmed A Ross and the ICT team send out test phishing messages to staff, anyone who clicks the link in these was contacted and required to go through cyber security training.

The report and 'nil return' were welcomed.

## 10. COVID-19 UPDATE

S Taylor noted COVID rates were declining, and that staff and students were still submitting absences, due to COVID but as a College we were learning to live with this. COVID absence were not currently being counted in terms of absence triggers, but this was being discussed at a national level.

The update was welcomed.

## 11. DATE OF NEXT MEETING – Tuesday 6 December 2022, (Joint meeting with the Finance & Property Committee) on MS Teams.

H Honeyman advised that she was not available on this date and the meeting would be chaired by M Williamson in her place.

### **Action Point Summary**

<b>Action</b>	<b>Responsibility</b>	<b>Date</b>
S Taylor to meet L O'Donnell to discuss proposed changes to Risk Register items	S Taylor	6 December 2022