# logo_colourBOARD OF MANAGEMENT

**Audit and Risk Committee**

Tuesday 5 March 2024 at 5.00pm Room A625, Kingsway Campus and MS Teams

Minute of the Audit & Risk Committee meeting held on Tuesday 5 March 2024 at 5.00pm in Room A605 Kingsway Campus and via Microsoft Teams

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| **PRESENT:** | H Honeyman (Chair) | S Middleton |

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| **IN ATTENDANCE:** | S Taylor (Vice Principal Support Service and Operations) | |
|  | D Archibald (Henderson Loggie) | M Speight (Mazars) |
|  | N Anderson (Director of Finance) | A Ross (Director of Infrastructure) |
|  | D Robertson (HEFESTIS | P Muir, Board Administrator |

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|  | **WELCOME**  H Honeyman welcomed all members to the Audit & Risk Committee and welcomed N Anderson and A Ross from the College along with D Robertson from HEFESTIS. |
|  | **APOLOGIES**  Apologies were received from R McLellan, M Williamson, and J Buchanan. |
|  | **DECLARATIONS OF CONNECTION & INTEREST**  There were no declarations. |
|  | **MINUTE OF THE PREVIOUS A&R AND JOINT A&R / F&P MEETINGS** – 5 December 2023  The minutes of the previous Audit & Risk and Joint Audit & Risk/Finance & Property meetings on 5 December 2023 were approved. |
|  | **MATTERS ARISING**  All matters arising had been closed our or were included within the meeting agenda. |
|  | **HEFESTIS ANNUAL CYBER SECURITY RISK & MATURITY REPORT**  D Robertson presented the cyber security report covering the period from October 2022 to November 2023, outlining significant advancements in Information and Cyber Security (ICS) Maturity and Risk Management at Dundee & Angus College.  D Robertson highlighted the substantial strengthening of the ICS Maturity and Risk Management activities performed at the College. The report emphasised the dedication of staff involved in ensuring the security of the organisation and the enforcement of key performance steps to mitigate cyber security risks.  D Robertson also highlighted that various technical policies have been implemented to address any identified risks. He stated there were 5 recommendations highlighted from the report for continued good practice, in addition to maintaining a high level of security posture, which has since improved from the year 2022.  Ongoing discussions are taking place to further improve and maintain this high security posture.  While the report was commended overall, minor areas for improvement were identified, particularly within the physical security aspects such as CCTV.  H Honeyman asked about the physical and environmental aspects of security and enquired about how these were identified within an audit perspective. D Robertson clarified that these findings are documented within the report and that the recommendation made was of a low level.  D Robertson praised and highlighted that Dundee and Angus College had reached a position of advanced information and cyber security resilience.  H Honeyman expressed gratitude to D Robertson for his presentation and positive feedback and asked that the thanks of the Committee be passed on to the staff responsible. **S Taylor to progress.** |
|  | **INTERNAL AUDIT**   * 1. **Risk Management & Business Continuity**   D Archibald presented his report on Risk Management & Business Continuity, providing details on the identification, control, mitigation, reporting and discussion of key risks within the organisation. He highlighted the detailed involvement of the Senior Leadership Team in monitoring and mitigating risks significant to the College and noted that the Strategic Risk Register is reviewed and updated quarterly through the Audit & Risk Committee.  D Archibald commended the effective reporting processes at Dundee & Angus College and praised the positive communication of risks to other Board Committees. The report included a significant range of good practices alongside recommendations that had been accepted by the College.  Improvement recommendations included enhancing risk descriptions in the Risk Management policy and progressing training and risk appetite discussions with the Board.  Details of the report were discussed and H Honeyman acknowledged the significant amount of work undertaken in addressing risks across the different Committees.  D Archibald noted that the approaches in place in respect of business continuity were thorough and (unusually in his experience0 had been subject to real and desktop testing. This experience had strengthened the Colleges awareness and ability to manage business continuity issues.  In respect of the training and risk appetite recommendations for the Board, S Middleton proposed consolidating these discussions into a single training session. This was agreed as a good way forward.  The positive practice and approaches outlined in the report were welcomed and the audit approved.   * 1. **2023/24 Progress Report**   D Archibald provided a summary of the current year plan outlining the progress made with the Sports Centre review at Gardyn Campus.  D Archibald stated that the other review work was scheduled for later in March and April 2024, and the outcomes of these reviews will be presented at the June Audit & Risk Committee meeting.  H Honeyman thanked D Archibald for his report.   * 1. **Follow Up Summary**   S Taylor noted to the Committee the slight change to the report to highlight and include all recommendations.  S Taylor discussed the recommendation to review the student invoicing and debt management policy. It was noted that the sign-off for this recommendation had been overtaken by a more significant review of all arrangements surrounding student debt. This review has been conducted with the implementation of the REMS student management and revised payments system project. The completion of this work is anticipated by 31 August 2024. Chloe Hendrie, the new Business Transformation Officer will investigate the processes and arrangements related to Student Debt & Invoicing.  It was proposed that this action be removed from future reporting. The Committee agreed to close and remove this action from the listing. |
|  | **STRATEGIC RISK REGISTER**  S Taylor summarised the Risk Register paper and Strategic Risk Register for approval.  S Taylor noted that discussions between Colleges Scotland, the Scottish Government, and the Scottish Funding Council (SFC) regarding sector-wide flexibilities had progressed and that the risk of clawback in funding from 2022/23 had now been removed and confirmed in writing by SFC. Additionally, national discussions are progressing concerning 2024/25 and beyond, focusing on enhancing sector engagement and providing advance warning of future changes.  S Taylor highlighted the most recent management accounts and budget monitoring reports, as reviewed by the Finance & Property Committee, affirm that the college is on course to achieve a small surplus for the 2023/24 financial year and reducing risk in respect of Financial Sustainability.  S Taylor provided an update regarding additional risks that have been added to The Strategic Risk Register as per the discussions at the previous meeting and the recommendations of the risk management audit. Following discussion, it was agreed that refence would be made to handover arrangements in respect of the new staff recruitment/retention risk.  The Committee approved the changes proposed in the Strategic Risk Register. |
|  | **EXTERNAL AUDIT**  M Speight noted that there weren’t any specific points to report at this stage in the year but noted that he would reach out to N Anderson to discuss any areas or ideas for improvement in planning for the 2023/24 audit. N Anderson welcomed this. |
|  | **DATE OF NEXT MEETING**  Tuesday 4th June 2024, Kingsway Campus, Room A625. |

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| **Action Point Summary** |  |  |
| **Action** | **Responsibility** | **Date** |
| The thanks of the Committee to be passed on to the Cyber Security Team for the positive audit outcome achieved. | S Taylor | 15 March 2024 |