

**MINUTES OF THE AUDIT COMMITTEE MEETING**  
**HELD ON WEDNESDAY 17 MARCH 2010**

**PRESENT:**

M Thomas	J Hehir	C Jones
S Harries [Temporary Chair - AC09/10: 027; 028; 029; 030]		D Mead [initially in attendance only - then Chair AC09/10: 031 onwards]

**IN ATTENDANCE:**

R Larcher	K Holley	L Winstone (RSM Tenon)
G Jenkins [AC09/10: 034]		W Huxford [AC09/10: 034]

**PART I – NON CONFIDENTIAL ITEMS**

**AC09/10: 027**

**APOLOGIES**

**ACTION &  
TIMESCALE**

Noted [i]: Apologies from the following were noted:-

M Dacey    J Rogers

**AC09/10: 028**

**DECLARATIONS OF INTEREST**

Noted [i]: That D Mead retired from the meeting room during the discussion of items AC09/10: 029 and AC09/10: 030.

**AC09/10: 029**

**ELECTION OF NEW COMMITTEE MEMBER**

Noted [i]: The letter of resignation from the Audit received from J Rogers.

Noted [ii]: The election of Stuart Harries as temporary Chair during the remainder of this item.

Noted [iii]: The recommendation by S Harries that D Mead be elected on to the Audit Committee.

Noted [iv]: The seconding of the recommendation by J Hehir that D Mead be elected on to the Audit Committee.

**Resolved [i]: That D Mead be elected on to the Audit Committee**

**AUDIT  
CTTEE  
17.03.10**

**AC09/10: 030**

**ELECTION OF NEW COMMITTEE CHAIRPERSON**

**ACTION &  
TIMESCALE**

Noted [i]: The letter from J Rogers, resigning his position as Audit Committee Chairperson.

Noted [ii]: The recommendation by S Harries that D Mead be elected as the new Audit Committee Chairperson.

Noted [iii]: The seconding of the recommendation from J Hehir that D Mead be elected as the new Audit Committee Chairperson.

**Resolved [i]: That D Mead be elected Audit Committee Chairperson.**

**AUDIT  
CTTEE  
17.03.10**

**AC09/10: 031**

**MINUTES [PART I]**

Noted [i]: The contents of the minutes of the meeting of the Audit Committee [Part I] held on 09.12.09.

**Resolved [i]: That the minutes of the Audit Committee [Part I] held on 09.12.09 be approved.**

**CLERK  
17.03.10**

**AC09/10: 032**

**MATTERS ARISING FROM MINUTES**

Noted [i]: There were no matters arising.

**AC09/10: 033**

**EXCEPTIONS REPORT [PART I]**

Noted [i]: The presentation of the report by R Larcher, Clerk to the Corporation, to the Audit Committee.

**Resolved [i]: The Crimes Database be an Agenda Item at the next Audit Committee meeting on 19.05.10.**

**F&E MGR /  
CLERK  
19.05.10**

**AC09/10: 034**

**RISK & CONTROL REGISTERS**

**HEALTH SOCIAL AND CHILDCARE**

Noted [i]: The attendance of G Jenkins, Head of School: Health Social & Childcare, and the presentation of the her School's Risk & Control Register, with particular reference to:-

- The difficulties that may be encountered in finding placements that satisfy all the requirements of health and safety which must be a paramount concern.
- In response to concerns voiced over lecturing staff losing touch with the application of learning in the field (theory-practice gap) and that many placements are available through historical relationships with teaching staff, G Jenkins informed the Committee Work Placement Monitoring staff are to be employed shortly who it is hoped will develop and maintain relationships.
- The Chair's instruction that it is the role of this Committee to assess potential risks whilst the operation of work placement assessment is for the Senior Management Team and Heads of School to manage.
- The Audit Committee confirmed that all placements must have been risk assessed prior to students attending and regular checks must be maintained throughout.
- The thanks of the Committee for the thorough Risk & Control Register brought to the Committee.

**REFECTORIES**

**Noted [iii]:** The attendance of W Huxford, Refectories Manager, and the presentation of the Risk & Control Register, with particular reference to:-

- The annual random visit by the Environmental Health Officer who audits the controls in place and has given a Silver Award to the operation currently.
- Six monthly menu planning is undertaken with diversification between the campuses. Learner feedback is obtained and can influence the planning process.
- Perishable goods are used within three days while use by dates are checked at point of use.
- The thanks of the Committee for the Risk & Control Register brought to the Committee.

**Resolved [i]:** The Risk & Control Register for Health Social and Childcare is approved.

**AUDIT CTTE  
17.03.10**

**Resolved [ii]:** A further control is to be added to the Refectories Risk & Control Register and actioned at the earliest opportunity to ensure no expired use by dated food is held by any kitchen within the fridges and freezers.

**REFECT  
MGR  
07.05.10**

**Resolved [iii]: The Risk & Control Register for Refectories is approved.**

**AUDIT  
CTTEE  
17.03.10**

**AC09/10: 035****INTERNAL AUDIT REPORTS**

Noted [i]: The attendance of L Winstone, from RSM Tenon (previously known as Bentley Jennison), internal auditors and K Holley, Vice Principal: Finance & Information Systems.

Noted [ii]: The presentation of the Internal Audit Progress Report, drawing particular reference to the following:-

- The Corporate Governance internal audit is complete; the report is final and will be brought to the next Audit Committee meeting.
- The HE Data Systems & Processes internal audit will be available for the agenda of the next Audit Committee meeting.
- The Operational Plan performance 2009/10 in appendix A will build a picture as the year progresses and planned activities are completed.

Noted [iii]: The presentation of the final Risk Maturity Internal Audit Report, with particular reference to the following:-

- The risk management process within the College illustrates good practice especially in view of the amount of work brought before the Audit Committee.
- The internal auditors' assessment that the College has a current position on the risk maturity spectrum of Risk Managed.
- An overarching risk register is recommended and will be produced once the annual review of risk registers concludes after Easter 2010.
- The recommendation that the risks identified in the overarching risk register should be linked to the objectives of the College once they have been defined following the Strategic Planning process currently being undertaken.
- It is a very good report which will be used to form the basis of a report on Best Practice in FE.

<b><u>Resolved [i]:</u> The Internal Audit Progress Report is approved.</b>	<b>AUDIT CTTEE 17.03.10</b>
<b><u>Resolved[ii]:</u> The Corporate Governance and HE Data Systems Internal Audit reports are on the agenda for the next Audit Committee meeting</b>	<b>CLERK 10.05.10</b>
<b><u>Resolved [iii]:</u> The Risk Maturity Internal Audit Report be approved.</b>	<b>AUDIT CTTEE 17.03.10</b>

**SIGNED BY COMMITTEE CHAIRPERSON**

**Signature:** .....

**Date**