

## Board of Management Audit Committee

<b>Date of Meeting</b>	<b>Wednesday 13 September 2017</b>
<b>Paper No.</b>	<b>AC1-J</b>
<b>Agenda Item</b>	<b>9</b>
<b>Subject of Paper</b>	<b>Internal Audit Progress Report</b>
<b>FOISA Status</b>	<b>Disclosable</b>
<b>Primary Contact</b>	<b>David Archibald, Henderson Loggie</b>
<b>Date of production</b>	<b>6 August 2017</b>
<b>Action</b>	<b>For Discussion</b>

### 1. Recommendations

The Committee is asked to consider the attached Internal Audit Progress Report.



**City of Glasgow College**

**Internal Audit Progress Report  
2016/17 Annual Plan**

**13 September 2017**

Progress with the annual plan for 2016/17, which was issued in March 2017, is shown below.

Audit Area	Planned reporting date	Report status	Report Number	Overall Conclusion	Audit Committee	Comments
ANA and Strategic Plan	8 March 2017	Draft 20/02/17 2 <sup>nd</sup> Draft 01/03/17 Final 21/03/17	2017/01	N/A	08/03/17	
Internal Audit Annual Plan 2016/17	N/A	Draft 30/03/17 2 <sup>nd</sup> Draft 06/04/17 Final 24/05/17	2017/02	N/A	N/A	
Curriculum Planning	13 September 2017	Draft 30/06/17 Final 14/08/17	2017/05	Satisfactory	13/09/17	
Student Admissions / MIS (Business Process Review)	13 September 2017	Draft 07/07/17 Final 05/09/17	2017/04	N/A	13/09/17	The review identified a small number of areas for further investigation or improvement through facilitated focus group sessions with staff. Actions were prioritised for the College to take forward. All of the identified actions were improvement actions designed to enhance efficiency and effectiveness. No issues subjecting the College to material or significant risk were identified during the review.

Audit Area	Planned reporting date	Report status	Report Number	Overall Conclusion	Audit Committee	Comments
Procurement & Creditors/Purchasing	24 May 2017	Draft 11/05/17 Final 17/05/17 Final re-issued 25/05/17	2017/03	Satisfactory	24/05/17	
Corporate Planning	24 May 2017 revised to November 2017	Draft 30/08/17 Final	2017/10	Satisfactory		This review was deferred at the request of College management and fieldwork was undertaken in late June 2017. The draft report was discussed with College management on 05/09/17 and will now be finalised for consideration by the SMT.
Planned Maintenance	13 September 2017	Draft 28/07/17 2 <sup>nd</sup> Draft 22/08/17 Final 30/08/17	2017/09	Satisfactory	13/09/17	
Budgetary Control	13 September 2017	Draft 09/08/17 Final 29/08/17	2017/08	Good	13/09/17	
IT Network Arrangements / Security	13 September 2017	Draft 30/06/17 Final 07/08/17	2017/06	Satisfactory	13/09/17	
Student Welfare – Duty of Care	13 September 2017 revised to November 2017	Draft 28/07/17 Final	2017/07	Satisfactory		The draft report was discussed with College management on 05/09/17 and will now be finalised for consideration by the Short Life Working Group and SMT.

Audit Area	Planned reporting date	Report status	Report Number	Overall Conclusion	Audit Committee	Comments
Follow-up reviews	13 September 2017 revised to November 2017			N/A		Fieldwork started week commencing 7 August 2017. Some information requested remains outstanding and a draft report will be issued to College management once this has been received.
Credits Audit	November 2017					A start date for fieldwork of 18 September 2017 has been agreed with College management.

Gradings are defined as follows:

<b>Good</b>	System meets control objectives.
<b>Satisfactory</b>	System meets control objectives with some weaknesses present.
<b>Requires improvement</b>	System has weaknesses that could prevent it achieving control objectives.
<b>Unacceptable</b>	System cannot meet control objectives.