City of Glasgow College

Board of Management

Meeting of the Audit Committee

MINUTE OF 1st MEETING HELD ON WEDNESDAY 12 SEPTEMBER 2018 AT 1700 HRS (AC1)

Present	
George Black (GB)	Graham Mitchell (GM) (Convener)
Paul Little (PL)	
In attendance	
Paul Clark, College Secretary (PC)	Stuart Thompson (ST)
Alex Stewart (AS)	Ann Butcher (AB) (Minute)
Apologies for absence	
Colin McMurray (CM)	Eric Tottman-Trayner (ETT)
Anne Peters (AP)	

Item AC1-1	Apologies for Absence	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	Apologies were received from CM. GM chaired the meeting in his absence. ETT and AP were not in attendance.	

Item AC1-2	Declarations of Interest	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	None.	

Item AC1-3	Items to be Discussed Privately with Auditors	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	There were no items raised to be discussed privately with the auditors.	

Item AC1-4	Minute of the Audit Committee meeting held on 21 February 2018	
Paper No: AC1-A	Lead: Convener	Action requested: Approve
Decision/Noted	Subject to one minor amendment, the minute was approved.	

Item AC1-4	Matters Arising	
Paper No: Verbal	Lead: Convener	Action requested: Discuss
Decision/Noted	**Report on Whistleblowing Allegation** F Samara has advised that the matter of IT equipment processes is being addressed through actions raised within the Scott Moncrieff Annual Report. **GDPR** It was considered that a further review of GDPR (i.e. embedding of policies and overall compliance) should be incorporated within future internal audit planning.	

Item AC1-5	Committee Annual Report 2017-18	
Paper No: AC1-B	Lead: P Clark	Action requested: Approve
Discussion/ Matters Arising	PC introduced the Committee's annual report which provides a high-level review of the activities of the Committee throughout 2017-18 within the framework of the Terms of Reference. The summary of activities undertaken were reviewed. The following amendments were agreed: − External Audit Report Statement – reconsider highlighted colour − That fraud and cyber security also be scrutinised by the Committee (Final Para, Page 1) − Appointment end date for Henderson Loggie be included ie for a period of 4 years (Para 2, Page 2) − Amend total number of members and check attendance levels (Page 2) A summary table of Internal Audit work was also suggested as an alternative to the narrative provided on Page 3. PC informed that this table is included within the overall College Annual Report and the information is provided in narrative form within individual Committee reports for additional information.	
Decision/Noted	To approve the Committee Annual Report 2017-18 subject to agreed amendments.	

Item AC1-6	Board and Committee Schedule	
Paper No: AC1-C	Lead: P Clark	Action requested: Approve
Discussion/ Matters Arising	The Schedule of Approvals and other work, together with the format of the individual draft Programmes of Work for each Committee, was reviewed by members.	
Decision/Noted	To approve the Board and Committee Schedule.	

Item AC1-7	Strategic Risk Review	
Paper No: AC1-D	Lead: P Clark	Action requested: Discuss
Discussion/ Matters Arising	PC highlighted the proposed Risk Score changes within the current review cycle to September 2018. The following proposals were agreed: − Risk 15 '*Failure to achieve operating surplus via control of costs and achievement of income targets'* will be scored lower (9 AMBER). − Risk 16 '*Failure to maximise income via* diversification' will be scored higher (12 AMBER). − Risk 23 '*Failure to agree a sustainable model and level of grant funding within Glasgow Region'* will be scored lower (12 AMBER). It was further noted that the SSE Committee requested the inclusion of mental health/wellbeing within the Risk Register.	
Decision/Noted	• To agree the proposed risk score changes and associated MAPs. • To consider a review of the RAG colour coding at the next appropriate opportunity ie a Risk Score of 25 will equate a BLACK colour code. PC will seek further advice from the Auditors on this matter. • Consider likelihood of a cyber security attack/hack within a future internal audit review. This could be linked to the proposed GDPR review.	

Item AC1-8	Committee Terms of Reference (ToR)	
Paper No: AC1-E	Lead: P Clark	Action requested: Discuss
Discussion/ Matters Arising	PC reminded the Committee that the Board of Management had approved the Audit Committee Terms of Reference; however it was agreed that this should explicitly reflect the Committee's responsibility for oversight of the College's compliance with Data Protection Regulations (DP and GDPR). The revised ToR was approved subject to this addition.	
Decision/Noted	To approve the revised ToR.	

Item AC1-9	Internal Audit Review Reports	
Item AC1-9.1	**Learning Support – Access and Inclusion**	
Paper No: AC1-F	Lead:	Action requested: Discuss
Discussion/ Matters Arising	Members noted the review of the operations of the Learning Support team, which focussed on how Personal Learning Support Plans are utilised to identify student needs and to ensure that support is successfully delivered. The five areas of recommendation and management responses were noted. The overall level of assurance was also noted as 'Satisfactory'.	
Decision/Noted	• To note the Report.	

Item AC1-9.2	Infrastructure Contract Management/Help Desk	
Paper No: AC1-G	Lead:	Action requested: Discuss
Discussion/ Matters Arising	The review of College arrangements which are in place to monitor the performance of GLQ against the terms of contract was noted. The three areas of recommendation and management responses were also noted. The overall level of assurance was also noted as 'Good'.	
Decision/Noted	• To note the Report.	

Item AC1-9.3	Internal Audit Follow Up Review	
Paper No: AC1-H	Lead:	Action requested: Discuss
Decision/Noted	• To note the follow-up report.	

As Internal Audit was not in attendance, it was agreed that Papers AC1-F, AC1-G and AC1-H be resubmitted and taken by exception at the next meeting.

Item AC1-10	Internal Audit Progress Report	
Paper No: AC1-I	Lead:	Action requested: Discuss
Decision/Noted	To note progress with the Annual Plan for 2017-18 which was finalised in February 2018.	

Item AC1-11	Annual Internal Audit Plan 2018-19	
Paper No: AC1-J	Lead:	Action requested: Discuss
Discussion/ Matters Arising	The Annual Plan for 2018-19 was reviewed. With reference to earlier discussion, it was suggested that the 5 days allocated to Systems Development/Implementation should also include consideration of GDPR. This will be further discussed with Internal Auditors. ST advised that it has now been agreed that the Payroll review currently scheduled to take place this session be swapped with the Staff Recruitment and Retention review (scheduled for 2019-20). This would bring forward any 'lessons learned' which may have arisen during the current leadership reorganisation process. PL also noted that a review of the Leadership Reorganisation was not included. This will be considered for 2019-20. The importance of undertaking the Business Continuity review as a matter of priority was also recognised. PC will further discuss this with F Samara.	
Decision/Noted	To advise Internal Audit on the agreed recommendations for update.	

Item AC1-12	PREVENT Policy	
Paper No: AC1-K	Lead: P Clark	Action requested: Note
Decision/Noted	To note the PREVENT Policy which was approved by the Students, Staff and Equalities Committee.	

Item AC1-13	Any Other Notified Business	
Paper No: Verbal	Lead: Convener	Action requested: Discuss
Decision/Noted	None.	

Item AC1-14	Disclosability of Papers	
Paper No:	Lead: P Clark	Action requested: Note
Decision/Noted	It was agreed that Papers AC1-A, AC1-J and AC1-K were non disclosable. It was further agreed that Papers AC1-F – AC1-I would remain non disclosable until after the next meeting on 14 11 18.	

Item AC1-15	Date of Next Meeting	
Paper No:	Lead:	Action requested: Note
Decision/Noted	Wednesday 14 November 2018	

The meeting closed at 1815 hours

.

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
AC1-5	**Committee Annual Report**: Amend as agreed.	PC	ASAP
AC1-7	**Strategic Risk Review:** Seek advice on additional colour code from Auditors.	PC	ASAP
AC1-9	**Internal Audit Reports**: Resubmit Papers AC1-F – AC1-H and take by exception at the next meeting.	PC/ALL	14 11 18
AC1-11	**Annual Internal Audit Plan 2018-19**: Advise Internal Audit on suggested changes.	ST	ASAP

ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
AC4-8.2	**IA Business Development/International Activities:** Submit report at next meeting of Development Committee.	PC	Dev Comm Mtg 31 10 18
AC4-10	**Business Continuity: External Review & Report:** SMT to agree action dates for submission to the full Board.	FS/PC	BoM Mtg 22 08 18 **Ongoing**
AC4-14	**AONB – Foundation Grant Agreement:** Circulate for approval of conditions once confidentiality clause is lifted.	PC	ASAP **Complete**
AC3-7	**Committee ToRs:** Submit proposed change to BoM for approval.	PC	06 06 18 **Complete**
AC3-9	**Report on Whistleblowing Allegation:** Submit updated IT Equipment processes for feedback at the next meeting.	PC/FS	12 09 18 **Complete**
AC3-11	**Report on Financial Regulations Authorised Limits**: Include College Expenditure on overseas travel, hospitality and entertainment audit within next session's Internal Audit Plan.	ST/DA	ASAP **Complete**