

Board of Management Audit Committee

The 2nd meeting (Session 2018-19) of the Audit Committee will be held at 1700 hrs on Wednesday 14 November 2018 in Room C.06.106 at the City Campus, 190 Cathedral Street, Glasgow G4 0RF.

Agenda

	PAPER	LEAD
1. Apologies for Absence		Convener
2. Declarations of Interest		Convener
3. Items to be Discussed Privately with Auditors		Convener
For Approval		
4. Minute of the Audit Committee Meeting held on 12 September 2018	AC2-A	Convener
5. Annual Report and Accounts 2017-18	AC2-B	ST/PC
6. Risk Management Policy	AC2-C	PC
For Discussion and Decision		
7. Strategic Risk Review	AC2-D	PC
8. Register of Interests Update Report	Verbal	PC
9. Internal Audit Review Report(s)		Henderson Loggie (HL)
9.1 Learning Support – Access and Inclusion (taken by exception)	AC2-E	HL
9.2 Infrastructure Contract Management/Help Desk (taken by exception)	AC2-F	HL
9.3 Follow up Review (taken by exception)	AC2-G	HL
9.4 2017-18 Student Activity Data	AC2-H	HL
10. Internal Audit Annual Report 2017-18	AC2-I	HL
11. External Audit Annual Audit Report 2017-18	AC2-J	Scott Moncrieff (SM) SM
For Noting		
12. External Audit Management Letter	AC2-K	SM
13. Internal Audit Plan 2018-19	AC2-L	HL
14. Report on Staff Compensation Payments and Abandonment of Claims	AC2-M	ST
15. Any Other Notified Business		
16. Disclosability of Papers		PC
17. Date of Next Meeting – Wednesday 20 February 2019		

Audit Committee of the Board of Management

TERMS OF REFERENCE

1. To review the processes for ensuring the effectiveness of the financial, and other internal control and governance systems of the College.
2. To advise the Board on the criteria for the selection and appointment of the internal auditor, and to select and recommend the appointment of the provider of an internal audit service.
3. To review the scope and effectiveness of internal audit's work including planning and operation of the work and the internal audit annual report, and to hold an annual closed meeting.
4. To ensure that the College has systems and procedures to promote economy, efficiency and effectiveness, including where appropriate the identification of specific value for money studies.
5. To advise the Board of the process for the appointment of the external auditor, who is currently appointed by the Auditor General for Scotland, for his/her remuneration.
6. To agree the scope of the external auditor's work and determine any non-audit services to be provided.
7. To consider the College's annual financial statements after review by the Finance Committee and prior to submission to the Board focusing in particular on any changes in accounting policy, major judgemental areas, significant audit adjustments, the going concern assumption and compliance with accounting standards and the Scottish Funding Council's Financial Memorandum.
8. To review the external auditor's Management Letter and management's response, and having direct access to the external auditor, including an annual closed meeting.
9. The committee may sit privately without any non-members present for all or part of a meeting if they so decide.
10. To review relevant reports from the Scottish Government, Auditor General for Scotland, Scottish Funding Council and other organisations.
11. To monitor the performance and effectiveness of external and internal audit.
12. To monitor and review the College's Strategic Risks and Risk Management Strategy, and review Risk Management Action Plans as appropriate, to ensure that the College's approach to managing the risks is appropriate and adequate.