



gloucestershire college

**MINUTES OF THE
AUDIT COMMITTEE
28 FEBRUARY 2017
BOARDROOM, CHELTENHAM CAMPUS**

Present: Ms G Hayes (Chair)
Ms T Burton (Vice-Chair)
Mr A Dover (Co-opted)
Ms K Randall (Co-opted)

In Attendance: Mr M Burgess Principal
Mr A Bates Chief Financial Officer
Ms S Parkin Director Group HR & Corporate Services
Mr J Billingham Director of IT & Estates
Mr S Winter ICCA
Ms J Cosson Clerk to Governors

Apologies Mr C Baldwin

Attendance: 80%

		ACTION
PRELIMINARIES		
1/17	Private Business with External and Internal Auditors	
	Members met with the Internal Auditors in the absence of members of the Executive. Members confirmed that there were no matters of concern that they wished to raise with the Executive.	
2/17	Apologies	
	Were noted as above.	
3/17	Declarations of Interest	
	None, other than those standing declarations currently recorded on the Register of Interests.	
4/17	Confidentiality of Items	
	As marked, due to their commercially sensitive nature, for a period of two years.	



5/17	Minutes of the meeting of 6 December 2016	
	The minutes of the meeting of 6 December 2016 were approved and signed as a true record by the Chair.	
6/17	Matters Arising from the Minutes and Actions Matrix	
	Members were provided with an Actions Matrix and noted the status of each item.	
KEY BUSINESS		
7/17	Item deleted from the agenda as dealt with previously.	
8/17	Internal Audit Reports - confidential	
9/17	Regularity Self-Assessment Audit Questionnaire – review of Cyber Security in light of IT Data Security and Disaster Recovery Report - confidential	
10/17	Risk Management Update including: - partly confidential	
	<p>Approval of Risk Management Policy</p> <p>The Committee reviewed the policy which had been updated by SP.</p> <p>The Committee requested JC to review the section of the responsibilities of the Audit Committee in order to match the requirements of the Audit Code of Practice and the Committee’s Terms of Reference.</p> <p>SP was thanked for her work on Risk.</p> <p>RESOLVED/ACTION: The Risk Management Policy to be further reviewed for the next meeting.</p>	JC
ROUTINE BUSINESS		
11/17	Progress with Audit Recommendations Register - confidential	
12/17	Management Update on Reportable Events (if applicable)	



gloucestershire college

	AB confirmed that there had been no reportable events since the last meeting.	
OTHER		
13/17	Any Other Business	
14/17	Date and time of next meeting: 14 June 2017 at 5.00pm, Cheltenham	

Signed: *P. M. Hayes*.....

Date: *14.6.17*.....