



CB

gloucestershire college

**MINUTES OF THE AUDIT COMMITTEE  
4 OCTOBER 2017  
BOARDROOM, CHELTENHAM CAMPUS**

**Present:** Mr C Baldwin (Chair)

<b>In Attendance:</b>	Mr M Burgess	Principal
	Mr A Bates	Chief Financial Officer
	Dr J Kettle	VP, Curriculum & Quality
	Mr N Pratt	Head of Data Management, GC
	Mr S Lawrence	Hazlewoods
	Mr S Winter	ICCA
	Ms J Cosson	Clerk to Governors

**Apologies**

- Ms G Hayes
- Mr A Dover (Co-opted)
- Ms K Randall (Co-opted)

**Attendance: 25%**

<b>PRELIMINARIES</b>		<b>ACTION</b>
<b>31/17</b>	<b>Opportunity for Private Business (including with Auditors if required)</b>	
	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.	
<b>32/17</b>	<b>Apologies</b>	
	Noted as above. It was noted that the Chair was the only member in attendance and the meeting was not therefore quorate. TD had sent comments on the papers which were communicated to the meeting.	
<b>33/17</b>	<b>Declarations of Interest</b>	
	None, other than those standing declarations currently recorded on the Register of Interests.	
<b>34/17</b>	<b>Confidentiality of Items</b>	
	As marked, due to their commercially sensitive nature, for a period of two years.	



<b>35/17</b>	<b>Minutes of the meeting of 14 June 2017</b>	
	The minutes of the meeting of 14 June 2017 were approved and signed as a true record by the Chair.	
<b>36/17</b>	<b>Matters Arising from the Minutes and Actions Matrix</b>	
	Members were provided with an Actions Matrix and noted the status of each item.  The Committee reviewed a paper setting out the vision and delivery timeline for replacing and improving the College's CRM system as set out on the Audit Recommendations Register.  <b>RESOLVED:</b> The Committee agreed the removal of all items relating to the CRM on the ARR and their replacement with a single action relating to the delivery of the timeline as set out in the paper.	
<b>KEY BUSINESS</b>		
<b>37/17</b>	<b>Committee Objectives for the Year</b>	
	The Committee objectives for the year will be proposed by the Chair to the committee by email following the meeting. To include a better understanding of the control framework of the College.  <b>ACTION:</b> CB to send suggested objectives to committee for comment.	<b>CB</b>
<b>38/17</b>	<b>Internal Audit: – confidential</b>	
	<b>Final Reports:</b> <ul style="list-style-type: none"><li>• <b>Business Intelligence Unit (BIU)</b></li><li>• <b>Study Programmes WRA</b></li><li>• <b>Business Planning and Curriculum Set up</b></li><li>• <b>Apprenticeships Strategy</b></li><li>• <b>Review of College's Financial Growth Plans</b></li><li>• <b>HE Strategy</b></li><li>• <b>Follow-Up of Previous Recommendations</b></li></ul> SW presented the Final Internal Audit Reports and Follow-up Report as above.  <b>RESOLVED:</b> The IA reports were noted and it was agreed that:	



	<ul style="list-style-type: none"><li>• The scope of the Internal Audits planned for the coming year be flexed to achieve a better balance between compliance and advisory audits for greater added value.</li><li>• The Final Internal Audit Reports should be made available to all Board members and factored into the business of the relevant committee.</li></ul>	
39/17	<b>GDPR Preparation Update - confidential</b>	
	NP attended to update the Committee on the preparations for the GDPR which come into force on 25 May 2018.  <b>RESOLVED: The update was noted. The Committee was satisfied that preparations are in hand but recognised that this area will continue to be a key risk until the College is compliant and even after introduction. The Committee agreed to review progress at the next meeting.</b>	
40/17	<b>External Audit Plan - confidential</b>	
	SL presented the External Audit Plan for the forthcoming Financial Statements audit, highlighting the continuity of the audit team and the timetable for the audit. The team will adopt a similar approach to last year. There have been no changes to legislation since then. SL explained the criteria for materiality and the particular areas the audit will cover.  <b>RESOLVED: That the External Audit Plan be and recommended to the Board. The External Audit Plan will not be included in the Board papers but will be available on request. AB will sign the engagement letter.</b>	
41/17 and 42/17	<b>Draft Regularity Self-Assessment Questionnaire and Draft Audit Committee Annual Report (including Committee Self-Assessment from last term)</b>	
	JC has begun work on the above documents with the aim of providing a thorough update to the documents this year. They will be presented to the next meeting.  <b>RESOLVED: The Draft Regularity Self-Assessment Questionnaire and Audit Committee Annual Assurance Report to the Board will be presented for approval at the next meeting.</b>	
<b>ROUTINE BUSINESS</b>		



<b>43/17</b>	<b>Risk Register - confidential</b>	
	JK presented the update to the Risk Register and proposed some amendments to the approach and formatting of the Register.  <b>RESOLVED: The Committee noted the review of the Risk Register.</b>	
<b>44/17</b>	<b>Audit Recommendations Register – confidential</b>	
	AB reported that the actions from the last meeting have been addressed and the ARR has been tidied up generally.  <b>RESOLVED: The Committee noted the review of the Audit Recommendations Register and that the College has improved this.</b>	
<b>45/17</b>	<b>Management Update on Reportable Events - confidential</b>	
<b>46/17</b>	<b>Regulatory Developments</b>	
	JC notified the Committee of the new requirement to report Safeguarding incidents to the ESFA.  <b>RESOLVED: The regularity development was noted.</b>	
<b>47/17</b>	<b>Key Items for GC Board - confidential</b>	
	The Key Items for Board report was completed noting the risks to be added/highlighted on the Risk Register.	
<b>OTHER</b>		
<b>48/17</b>	<b>Any Other Business</b> • <b>Review of Gifts and Hospitality Register</b>	
	The Chair of the Committee reviewed the Gifts and Hospitality Register and confirmed that he was satisfied that it is all in order.	
<b>49/17</b>	<b>Date and time of next meeting: 5 December 2017 at 5.00pm, Cheltenham</b>	

Signed.....

Date.....