



## AUDIT COMMITTEE 01.12.21

MINUTE OF MEETING HELD ON 1 DECEMBER 2021 AT 15:00

REMOTELY VIA MS TEAMS

Present	
Naomi Johnson (Chair)	Ian White
William Dowson	Ann Hill
Sue Irving	
In Attendance	
Joanna Campbell	Hugh Carr
Douglas Dickson	Lorraine Grierson
Scott Proctor	Philip Church
Dorothy McMinn (Secretariat)	David Eardley
Apologies for absence	

Item 1	Welcome and Apologies for Absence		
Paper No: Verbal	Lead: Naomi Johnson	Action Requested	Note
Discussion	<p>The Chair welcomed everyone to the meeting and confirmed that no apologies for absence had been received.</p> <p>The Secretary to the Board confirmed that the meeting was quorate.</p>		
Decision	N/A		
Action	N/A		

Item 2	Declaration of Interest		
Paper No: Verbal	Lead: Naomi Johnson	Action Requested	Note
Discussion	<p>Members agreed to indicate declarations of interest as appropriate throughout the meeting. No declarations of interests were received.</p>		
Decision	N/A		
Action	N/A		

# AUDIT COMMITTEE

## MINUTE OF MEETING HELD ON 02 SEPTEMBER 2021 AT 16:00

Item 3	Action Log		
Paper No: AUD0921-A	Lead: Lorraine Grierson	Action Requested	Note
Discussion	It was noted that Action Points 4 and 5 from the Action Log would be discussed at Item 8 of today's Agenda and that Actions Points 6 and 7 would be discussed at Item 10.  All other actions were complete.		
Decision			
Action			

Item 4	Minute of the last meeting 2 September 2021		
Paper No: AUD0921-B	Lead: Naomi Johnson	Action Requested	Note
Discussion	The Minute of the Meeting held on 2 September 2021 was approved.  It was agreed that the Secretary to the Board would liaise with the Chair and VP Finance and Commercial Services with a view to making governance information on the College's main website more visible and progressing the upload of Board documentation to the website. A timescale for completion of this work was set for the end of January 2022 but reluctantly revised to end of March 2022. WD suggested that the current year's documentation be added in the first instance, and it was agreed that Minutes would be uploaded once approved by the Board/Committees, with a clear redaction protocol being put in place. A decision on how best to inform stakeholders on where the information was located and when uploaded should be discussed. A further update would be reported to the next Audit Committee.  The action under Item 6 re Assurance Framework to be removed (see later discussion under item 6)  DE stated that financials could not be uploaded to the website prior to being laid before Parliament.		
Decision	The Secretary to the Board would discuss Board documentation/College Website with the Chair and VP Finance and Commercial Services. Minutes were approved.		
Action	<b>Secretary to the Board to progress.</b>		

Item 5	Matters Arising		
Paper No: Verbal	Lead: Naomi Johnson	Action Requested	Note
Discussion	It was agreed that an external resource would be sourced to assist with the development of a college assurance framework. The Principal recommended that the Secretary to the Board liaise with the Board Secretary Network as assistance could be provided on how best to progress. This project would be progressed with the support of the Audit Committee and appropriate input from the Executive Team. It was confirmed that the next Audit Committee was scheduled for February 2022 and a further update/workplan would be discussed at that meeting.		
Decision	The Secretary to the Board would liaise with the Board Secretary Network to obtain best practice guidance on assurance framework.		
Action	<b>The Secretary to the Board would update members on progress at the next Audit Committee.</b>		

# AUDIT COMMITTEE

MINUTE OF MEETING HELD ON 02 SEPTEMBER 2021 AT 16:00

Item 6	Internal Audit Progress Report		
Paper No: AUD0921-C	Lead: Philip Church	Action Requested	Discussion
Discussion	The Internal audit plan for 2021/22 was approved by the Audit Committee on 2 September 2021 and the progress report presented today provided a summary update on progress against the 2021/22 plan. It was noted that a review of the Further Education Statistical Return (FES) and Student Support Funds had been completed. RSMUK continue to work closely with college staff progressing towards delivery of the internal audit plan and planning meetings for the majority reviews are in place.		
Decision	The content of the Internal Audit Progress Report was duly noted.		
Action	N/A		

Item 6.1	FES Return		
Paper No: AUD0921-D	Lead: Philip Church	Action Requested	Discussion
Discussion	A review of the FES return had been completed and submitted to the Scottish Funding Council. It was noted that the review had received a "reasonable assurance", with one medium and four low risks being identified.		
Decision	The content of the report was duly noted.		
Action	N/A		

Item 6.2	Student Support Funds		
Paper No: AUD0921-E	Lead: Philip Church	Action Requested	Discussion
Discussion	The review reported that the College had appropriate systems and processes in place for receipt of funding, with two low priority actions being identified.		
Decision	The content of the report was duly noted.		
Action	N/A		

Item 7	Annual External Audit Report		
Paper No: AUD0921-F	Lead: David Eardley	Action Requested	Discussion
Discussion	Azets presented the Annual External Audit Report for Dumfries and Galloway College for 2020/21 highlighting key findings and conclusions. ...  P Church left the meeting at 16:20 hrs  <b>7. 1 Financial Statements:</b>  Confidential to the Board members		
Decision	The Audit Committee commended the Financial Statements to the Board of Management.		
Action	...		

# AUDIT COMMITTEE

MINUTE OF MEETING HELD ON 02 SEPTEMBER 2021 AT 16:00

Item 8	Internal Audit Tracker		
Paper No: AUD0921-G	Lead: Lorraine Grierson	Action Requested	Approval
Discussion	<p>The report detailed actions identified and monitors progression to full completion of actions.</p> <p>It was noted that actions for 3 reports were now complete and the two new reports – Student Support Funds and FES Report had been added and progress will be monitored.</p>		
Decision	The content of the report was duly noted.		
Action	N/A		

Item 9	Terms of Reference		
Paper No: AUD0921-H	Lead: Lorraine Grierson	Action Requested	Approval
Discussion	<p>Members were asked to discuss and agree the Terms of Reference, which each Board Committee had recently reviewed. Thereafter, Terms of Reference would be presented to the Board of Management for final approval. It was agreed that committee members would be encouraged to input to the Terms of Reference on an annual basis.</p> <p>The Mapping document gave an overview of committee remits, which had raised the question of where Corporate Parenting/Safeguarding should sit. It was felt that this should sit within the Learning and Teaching Terms of Reference rather than Finance &amp; General Practice and it was agreed that further discussion would take place at the forthcoming Board of Management.</p> <p>The Terms of Reference mapping document</p>		
Decision	Members agreed the revised Terms of Reference for Board Committees.		
Action	<b>The Secretary to the Board would arrange for the Terms of Reference to be presented to the Board of Management for final approval.</b>		

Item 10	Strategic Risk Register		
Paper No: VERBAL	Lead: Naomi Johnson	Action Requested	Approval
Discussion	<p>The report gave detail of the one risk that is assigned to the Audit Committee, which is Risk No. 4 Financial Fraud. This risk has been amended and is now rated "low".</p> <p>It was agreed that risks 8, 9 and 10 would be further discussed at the Learning and Teaching Committee (L&amp;T) and the Vice Principal, Learning, Skills and Student Experience would report back to the next Audit Committee.</p> <p>The Secretary to the Board would liaise with Committee Chairs around sequencing and deep dives which would take place. The Chair asked that should substantial amends be required; these be further reported to the full Board of Management.</p>		
Decision	The risks assigned to L&T would be further discussed at the meeting scheduled for 2 December 2021 and the VP Learning, Skills and Student Experience would report back to the next Audit Committee. The Secretary to the Board would liaise further with Committee Chairs.		
Action	<b>VP Learning, Skills and Student Experience will report back to the Audit Committee</b>		

# AUDIT COMMITTEE

## MINUTE OF MEETING HELD ON 02 SEPTEMBER 2021 AT 16:00

at the next meeting. The Secretary to the Board would update the Audit Committee around sequencing and deep dives.

Item 11	Audit Committee Annual Report		
Paper No: Verbal	Lead: Naomi Johnson	Action Requested	Note
Discussion	<p>The draft Annual Report presented gave detail of the activities and decisions of the Audit Committee during Financial Period 2020/21. It was noted that this report was written following communications with HC re Governance and was also subject to earlier discussions regarding financial statements. The Committee gave approval for the prepared summary.</p> <p>Item 6.1: HC stated that the Annual Audit Report issued by Azets, External Auditors, was in draft format rather than a finalised document and this should be considered when Board of Management Agenda setting takes place. The Audit Annual Report to be added to the Board agenda.</p> <p>Members agreed the self-evaluation questionnaire which had been completed.</p>		
Decision	Approval was given for the draft Audit Committee report and the self-evaluation questionnaire was agreed.		
Action	The Secretary to the Board should note the draft format of the report issued by Azets for Board of Management Agenda setting.		

Item 12	Data Breach – Investigation Report		
Paper No: Verbal	Lead: Douglas Dickson	Action Requested	Note
Discussion	Confidential to Committee members		
Decision			
Action			

Item 11	Any Other Business		
Paper No: Verbal	Lead: Naomi Johnson	Action Requested	Note
Discussion	No other business raised.		
Decision	N/A		
Action	N/A		

### Additional comments

The date of the next Audit Committee Meeting is scheduled for 10 February 2022 at 16:00 (tbc)