

Governing Body
AUDIT AND RISK MANAGEMENT COMMITTEE

Minutes of the meeting held at 5.00pm on 11 February 2019

Present: J Gazzard (Chair) N Roberts
J Wakelam S Howard
H Nydam

In Attendance: S Jones, Vice Principal Finance and Resources
L Keane, Scrutton Bland
J Bridges, Clerk

No interests relevant to items on the agenda were declared by members.

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| <p>1 <u>Apologies for absence</u>
Apologies for absence were received from A Maltpress and P Goddard of Scrutton Bland. The Head of Finance, P Ewan also passed on her apologies.</p> | |
| <p>2 <u>Appointment of Vice Chair</u>
The Corporation received the resignation of R Inman from the Board as he takes on a non-conflicted role as a Trustee only of Suffolk Academies Trust. The Committee therefore needs to appoint his successor, proposed to be the former Vice Chair, N Roberts. The Committee approved the appointment. Proposed by S Howard and seconded by H Nydam.</p> | |
| <p>3 <u>Minutes of the meeting held on 27 November 2018</u>
The minutes of the meeting were agreed as a correct record.</p> | |
| <p>4 <u>Matters Arising</u>
From the minutes of the meeting held on 27 November 2018:</p> | |
| <p>5 Internal Audit Recommendation Tracking Report
The HR Director has confirmed that the probation policy has been updated to advise on objective setting and monitoring within the probationary period. Reminders are sent to managers from three months before probation is due to end and followed up to ensure completion.</p> | |
| <p>6 2017/18 Committee Annual Report
The Corporation approved the report at the meeting held on 20 December 2018.</p> | |
| <p>8 External Audit Findings Report
The Corporation approved the Findings Report at the meeting held on 20 December 2018.</p> | |
| <p>10 GDPR Compliance Progress Report
The College Secretary has provided the detail of any data protection breaches the College has experienced in the GDPR Update Report (covered under agenda item 9 below).</p> | |
| <p>5 <u>Internal Audit Recommendation Tracking Report</u>
The Committee received the report and had considered the progress made towards completion of the recommendations arising from the internal audit work undertaken in the 2017/18 academic year. Since the last report in November 2018, 1 of the 6 recommendations are completed, 1 out of 6 has made steady progress, 1 out of 6 has not been progressed, 1 out of 6 is partially completed, 1</p> | |

out of 6 remains as work in progress and the final recommendation remains on hold. The Committee has no concerns to raise.

6 Internal Audit Reports

i. Curriculum Planning

The objective of this audit was to review the College's Curriculum Planning processes to confirm that they are sufficiently robust to ensure that the Curriculum Plan is relevant, reflects local, learner and employer needs, is financial viable and fundable to enable the College to achieve its objectives.

Auditor's awarded a Significant Assurance (green status) opinion commenting that they consider that the new processes that the College is planning to introduce are appropriate and should provide a robust and transparent curriculum planning framework. As the processes however have not yet been fully implemented they have not provided assurance that the proposed framework is operating as expected. Two low risk recommendations to improve the performance of the system of internal controls have been put forward and accepted by the Executive Director of Quality Improvement and CPD, P Fawcus. It was noted that the recommendations arising from this audit work will be kept in focus by adding their status in the Recommendation Tracking Report that the Committee receives at each meeting of the Committee. Recommendations are only removed from the report once they have been actioned/closed.

Members asked if there was concern around the level of contribution of courses and how this is being measured. The Vice Principal Finance and Resources confirmed that this is an area that is reviewed and monitored as part of the operational planning process that informs the budget. There are improvements needed in some contribution levels but these are challenged with the curriculum manager at the point of review. The 40% rate is comparable to other College's levels that auditors have reviewed so this appears to be sector standard.

ii. Marketing

The objective of this audit was to ensure that live and embedded marketing strategies and operational plans are in place to contribute towards meeting the College's recruitment targets, in particular the achievement of the Adult Education Budget allocation, and to review how progress with marketing plans is monitored and reported.

Auditor's awarded a Significant Assurance (green status) opinion commenting that they found that a good level of activity is completed by the Marketing Department and that this activity is clearly understood and known by all members of the department and the wider staff community due to the ability to use live data through the Reports Centre MIS data portal. This data however is not entirely easily identifiable and four low risk recommendations have been put forward and accepted by the Vice Principal Quality and the Student Experience, C Shaw (who has overall oversight of the Marketing Team), and the Head of Marketing and Communications, Y Jeffery.

iii. Key Financial Controls

The objectives of this audit were to; a) ensure that value for money is obtained for the purchase of goods and services and that authorised goods and services are purchased; and b) ensure that payments are only made in respect of valid and bona fide creditors and for goods and services actually received.

Auditor's awarded a Significant Assurance (green status) opinion commenting that they consider that the controls in place at the College with regard to purchasing and expenditure are robust, well enforced and well understood within the Finance Department. Levels of authorisation required and evidence to support the rationale and justification behind purchases were found to be present through all transactions that were reviewed.

Only one low risk recommendation has been put forward and this has been accepted by the Vice Principal Finance and Resources, S Jones, and the Head of Finance, P Ewan.

7 Internal Audit Progress Report

The progress report shows the planned dates for the forthcoming internal audit work and the dates the reports will be received by the Committee. There were no issues to report with the plan.

It was noted that due to annual leave the GDPR Compliance Audit has been moved from February 2019 to April 2019. The Committee however will still receive the report as planned at the meeting to be held in June 2019.

8 Risk Management Update

There has been no risk movement since the last review in November 2018. The top ten risks on the register were shared with the Committee for review and consideration. At a glance the number of risks with a high likelihood is 3 in the red zone; 5 amber; 12 yellow and 18 in the green zone (low risks). There are no new risks added to the register. It was noted that the risks around HE recruitment are to be updated because the risk now is around not recruiting student numbers in 2019/20 not this academic year. The Committee asked if there was a risk of not controlling staffing and non-pay costs (R060 on the register). The Vice Principal Finance and Resources confirmed that staffing levels are controlled, monitored and managed and therefore the risk is not the inability to control these costs and this will be reviewed.

9 GDPR Update

The report details that 23% of the GDPR Compliance Action Plan has been completed to date, leaving 54% progress required and 23% for immediate action.

There are now 109 staff (124 at the time of writing the report) who continue to be chased by the DPL (Data Protection Lead) to complete the online GDPR training. The Committee will continue to receive an update until 100% completion is achieved.

The College has dealt with two subject access requests since 25 May 2018. One request was satisfied, the other was declined due to the excessive volume of the information required.

The Breach Book was opened on 25 May 2018 and the College has experienced and logged 12 minor breaches in this time. 5 cases were due to information being disclosed in error, 4 cases of information lost in transit, 1 case of non-secure disposal of information and 2 Other cases. The details of which were provided for in the report. No case was categorised as significant by the DPO (Data Protection Officer), and therefore these have not been reportable to the ICO (Information Commissioners Office). All cases have been investigated for the root cause and where appropriate the implicated individuals have been informed. It was noted that there are a number of legal services that are making claims for damages

where information has been disclosed in error. This is something that we need to be aware of and potentially add to the risk register if this is an emerging risk.

10 Committee Meeting Times

The Committee confirmed that they wish to continue to schedule the Audit and Risk Management Committee meetings on a Monday at 5.00pm for the 2019/20 academic year.

JBridges

11 Any other business

None.

Date of next meeting

Tuesday 25 June 2019 at 5.00pm. West Suffolk College - Room TG1.16

The meeting closed at 5.50pm