**DRAFT**

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**Minutes of the meeting of the**

**Audit Committee held on**

**Monday 12 October 2020, at 4.00pm via Microsoft Teams**

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| **Present:** | Mark Bass - Chair  Sarkis Mazmanian – Vice-Chair |  |
| **In attendance** | Wijay Pitumpe - Chief Finance & Enterprise Officer (CFEO)  Maxine Deslandes – Director of Finance & Estates  Nick Fanning– RSM  Victoria Eastwood – Chief Governance Officer |  |

1. **Appointment of Committee Chair and Vice-Chair**

This agenda item was deferred to the next meeting of the Committee.

**Action: Appointment of Chair and Vice-Chair of the Committee to be discussed at the December Meeting.**

1. **Welcome and apologies for absence**

Apologies for absence were received from Mike Cheetham (RSM), Mark Eagle (MacIntyre Hudson) and Bal Panesar.

1. **Declarations of Interest**

Members were reminded of their responsibility to declare an interest in relation to specific items on the Agenda if appropriate. As agenda item 1 had been deferred, none were anticipated.

1. **Minutes of the Previous Meeting – Monday 13 July 2020**

The Minutes of the previous meeting held on Monday 13 July 2020 were agreed as a true and accurate record.

**Approved: The Minutes of the Audit Committee held on Monday 13 July 2020 were approved.**

1. **Matters Arising/Matters requiring College staff to withdraw**

An update on outstanding actions from the July 2020 Committee meeting was provided:

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| **Ref.** | **Action** | **Responsibility** | **By (Deadline)** | **Update** |
| 5. | Recap on DBS system to be provided at the September meeting of the Audit Committee. | CTO | September 2020 | **Completed – included on October Agenda** |
| 5. | Mike Cheetham to advise of availability to undertake the learner numbers audit during the last week of September and the first week of October 2020. | Mike Cheetham | ASAP | **Completed** |
| 5. | Exams booking system to be used to book exams post August but no fees to be charged. | Head of CIS | September 2020 | **Completed – included on October Agenda** |

1. **Update on Actions from the July Committee Meeting**

The Chair referred to the update provided in the report and advised that the previous actions for the DBS system had been completed. It was noted that the exams had not taken place in order for the booking system to be used but the system was in place and would be used going forward. The Chief Finance & Enterprise Officer (CFEO) advised that a decision on fees was in progress.

The Chair stated that all actions had been completed as far as the Committee was considered but it was requested that evidence of the system for DBS and the exams booking system was shared on screen at the next meeting for the Committee to see as evidence.

**Action: Example of DBS system and Exams booking system to be shared on screen at the next meeting of the Committee.**

1. **Draft Internal Audit Strategy 2020-23 & Internal Audit Plan 2020/21**

Nick Fanning, Internal Auditor, reported that the Draft Internal Audit Plan 2020/21 had been discussed with the College Executive Team and Chair of the Audit Committee and any suggested amendments had been made. The Committee were advised of the key points as follows:

* Proposed areas for the year
* 3-year strategy
* Timings for the review
* Suggested areas to cover that had not been included or any areas requiring amendment

The Chair confirmed that all suggested areas had been included. After further discussion it was agreed that in line with the previous outstanding DBS recommendation, the recruitment/DBS policy would be included as part of the HR perspective.

The Chief Governance Officer (CGO) advised that a relaunch for GDPR was going to take place and it would be more effective for GDPR to be audited towards the end of 2021 to review any impact. This was agreed. In addition it was confirmed that the Board effectiveness audit would take place in 2020 and a discussion to agree the detail would be held with the CGO, Chair and Internal Auditor.

The Internal Auditor stated that he would work with the College to establish proposed dates to take the audit work forward and the best way to incorporate the teams at the College.

The CFEO noted that the ESFA match funding audit had resulted in the learner numbers audit being delayed to 26 October 2020.

**Approved: the Draft Internal Audit Strategy 2020-23 & Internal Audit Plan 2020/21 (subject to the HR addition above) be approved for future use.**

1. **Any Other Business**

There was no further business.

**Date and Time of Next Meeting – Monday 7 December 2020, 4pm**

The Chair thanked all present for their contributions.

The meeting concluded at 16.30pm



**ACTIONS FROM MEETINGS OF THE AUDIT COMMITTEE**

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| **Ref.** | **Action** | **Responsibility** | **By (Deadline)** | **Update** |
| 1. | Appointment of Chair and Vice Chair to be discussed at the December Meeting. | CGO | 07.12.20 |  |
| 6. | Example of DBS system and Exams booking system to be shared on screen at the next meeting of the Committee. | CGO | 07.12.20 |  |

Signed…………………………………….. Date……………………………….

Mark Bass (Chairman)