



**Minutes of the Meeting of the  
AUDIT COMMITTEE**  
**held in WF122, Fawcett Building, Willesden Centre,  
at 4pm on Monday 28 September 2015**

**MEMBERS**

**Present [1]  
[1/3 : 33.3%]**

**Name**

Vinneta Manchanda

**Category**

Independent

**Vacancies [2]**

**IN ATTENDANCE**

**Name**

Fiona Chalk  
Stephen Holley  
Anthony Moore  
Jerry Barton  
Andy Cole

**Office**

Clerk to the Corporation  
Vice-Principal Finance  
Financial Accounting Manager  
Mazars  
Principal

**[Action]**

**1 APOLOGIES FOR ABSENCE**

Apologies were received from Tracey Connage and Jeff Lee. It was noted that the meeting was not quorate, therefore no decisions were taken.

**2 DECLARATIONS FOR INTEREST**

No declarations were made.

**3 APPOINTMENT OF CHAIR**

To be appointed at the next meeting.

**4 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 24<sup>th</sup> June will be carried forward to the next Audit Meeting for approval. **Clerk**

**5 MATTERS ARISING**

None.

**Clerk**

**6 INTERNAL AUDIT REPORT 2014-15**

The report was noted. It was noted that James Sherrett has left Mazars and Jerry Barton is the new account manager.

	<b>[Action]</b>	
<p>IT Audit Report</p> <p>Limited Assurance was given with 3 significant items. There is no signed off Disaster Recovery Plan; inadequate remote facilities should Willesden Centre go down; not satisfactory daily back-up. Management have advised that:</p> <ul style="list-style-type: none"> <li>• A formal plan for IT will be drawn up by the end of October</li> <li>• The Cloud system will be used for daily back-up</li> <li>• Back-up will be done at Wembley and Willesden</li> </ul>	<b>Report to November Audit</b>	
<p>Learner Numbers Audit Report</p> <p>Substantial Assurance given. 1 significant item raised on one particular learner who was unable to undertake a workplace placement due to health issues, had not been withdrawn. Management advised this was because it was the intention that they would resume their course so not withdrawn.</p>	<b>Head of SDS</b>	
<p>Quality Management Systems Audit Report</p> <p>Adequate Assurance given. 1 significant and 9 minor items. The failure had been to sign off a self-assessment report. All other amendments have been dealt with.</p>	<b>MW</b>	
<p>Income Diversification Audit Report</p> <p>Adequate Assurance given for work over the summer and it is understood continue progress has been made since then. 2 significant items, log for grant funding opportunities and their outcomes; fee policy to include full cost course provision</p>	<b>RS</b>	
<p>Advisory Audit Report – New Build and Procurement</p> <p>To be reported to the next meeting</p>	<b>SH</b>	
<b>7 INTERNAL AUDIT NEEDS ASSESSMENT &amp; ANNUAL PLAN</b>		
<p>It was noted that Mazars have met with Stephen Holley and Anthony Moore to discuss the coming year's requirements. Following the change to the FE landscape over the past few months, some adjustments to the 3 year plan issued last year, have been made.</p> <ul style="list-style-type: none"> <li>• The SFA are looking at Control Assurance around Sub-Contracting. Therefore the planned work around HR has been postponed and 5 days work given to the above.</li> <li>• IT – the focus will be on licensing software as this is a considerable cost to the college, so possible savings / value for money will be identified.</li> </ul>		
<b>8 POLICIES</b>		
<p>Value for Money.</p> <p>This policy focuses on efficiency, economy and effectiveness. This is a whole college focus which sits above procurement but forms part of procurement/staff/property utilisation where the college is aiming to do more for less. Student outcomes are assigned against costs. The key is sustainability of the college. Much is being done around the college on this matter, but the college needs to better record and demonstrate this work.</p>		
<p>Risk Management</p> <p>The policy focuses on STORM – strategic, tactical and operational risk management. A Disaster Recovery policy and processes are in place but have not been tested so this will be a key focus for management, working with the community i.e. Council, Police etc. The Disaster Recovery Team will seek to make operational risk management real to the college and this will be reported to the Board as part of the Risk Register and Report.</p>		<b>Disaster Recover Team</b>
<p>It was suggested that the policies be put to the Corporation meeting on 14<sup>th</sup> October for approval.</p>		<b>Clerk</b>

[Action]

**9 SELF-EVALUATION OF THE AUDIT COMMITTEE**

This item is deferred to the next meeting.

Clerk

**10 ANY OTHER URGENT BUSINESS**

None.

**11 DATE & TIME OF FUTURE MEETINGS**

Wednesday 21 October 2015 at 4.00 p.m.

*The meeting closed at 4.50p.m.*

**Signed**.....  
*(Chair of the Committee)*

**Date**.....