



## Audit Committee

**Monday 25<sup>th</sup> January 2016**

### Minutes

**Present:**

**Governors:**

Fernando Garcia  
Peter Green  
Jacquie Grice  
Milton McIntosh  
Hem Savla (Chair)

**Associate Governor:**

Shaz Saraf

**In Attendance:**

Carol Kirkland  
John Rubinstein  
Beth Yap

1.	Governance
2.	Minutes of the Previous Meeting
3.	Matters Arising
4.	Review of Audit Action Plan
5.	Internal Audit: Preliminary Planning 2015-16
6.	Fraud Report
7.	Health & Safety and Environment
8.	AOB
9.	Dates of Next Meetings

Minute	Decision or Recommendation	D/R
5.0	To agree the areas and hours to be completed as part of the 2015-16 internal audit.	D
7.1	To approve the health & safety policy for the 2015-16 academic year.	D

**1. Governance**

**1.1 Apologies for Absence**

None.

**1.2 Declaration of Interest**

None.

**2. Minutes of the Previous Meeting**

**2.1** The minutes of the meeting of 23<sup>rd</sup> November 2015 were approved with minor amendments and signed by the Chair.

**2.2** As minute 8 was deemed to be confidential, it was agreed that it should be removed prior to the minutes being uploaded to the College website.

BY to upload to web

**3. Matters Arising**

**4.0** John Rubinstein confirmed that he has spoken to the MIS manager who agreed to include a section on 'data retention' in the new data protection policy. Governors requested that this item is added to the audit action plan.

CK to add this to the action plan.

**4.0** John Rubinstein confirmed that he has discussed the outage caused by UPS testing with the network manager and explained that this was due

to a faulty battery, which has now been replaced. Governors requested that the future UPS testing is carried out outside of office hours. The governors also noted that there has been one outage since the last meeting, which was caused by the JANET network failure. This was a problem nationally for colleges and universities in January 2016.

- 8.0** After some discussion, the Committee agreed that no further action should be taken against the contractor in question. The Committee noted that the payment was made in good faith to the company stated on the invoice and there is no further risk on this matter.

**4. Review of Audit Action Plan**

The Committee reviewed the audit action plan and noted that the action to produce an operating procedure manual, including data protection procedures, is due to be completed by the end of January 2016, rather than December 2015.

**5. Internal Audit: Preliminary Planning**

The Committee reviewed the areas of coverage for the forthcoming internal audit, as suggested by Buzzacott and agreed the following:

- Follow up from 2014/15 audit – 7 hours
- Direct tax and VAT health check – 5 hours
- Student records audit – 12 hours
- Pensions compliance and auto-enrolment – 16 hours (previously 14 hours)
- Corporate Governance and risk management 16 hours (previously 24 hours)

Regarding payroll, John Rubinstein informed the Committee that the College has agreed to sign up with Capita for a further year. This is due to the College exploring plans to share services with other institutions and allows for further investigation.

The Committee agreed to add an additional control under the area of pensions; that all employees within the Local Government Pension Scheme are supplied with an accurate annual benefit statement on time.

Therefore the Committee agreed the areas and hours to be completed as part of the 2015-16 internal audit.

The Committee agreed that a separate audit of the Health & Safety arrangements of the College would be undertaken by a suitable provider. The draft scope of the audit will be circulated to the Committee members for comment.

**6. Fraud Report**

None.

**7. Health & Safety and Environment**

**7.1 Health & Safety Policy**

The Committee reviewed the Health & Safety Policy, noting there were no changes from previous years. In response to a question from governors, Carol Kirkland confirmed that there have been no national changes to health & safety legislation.

The Committee questioned how many first aiders are on site and how often their training is renewed. Carol confirmed that the College has 11 first aiders on site and their refresher training is carried out every three years, in accordance with national guidance.

The Committee also questioned how often a fire drill is conducted and whether the fire extinguishers are checked regularly. Carol confirmed that a fire drill takes place once a term and the College contracts a company who visit to check the fire extinguishers each quarter.

Therefore the Committee approved the health & safety policy for 2015-16, with no changes.

**7.2 Update: Health & Safety and Environment**

Carol Kirkland informed the Committee that there had been 45 incidents since the start of the academic year, compared to 43 this time last year. Carol also confirmed that one of these required RIDDOR notification, where a door came off its hinges and injured a student, and was previously discussed at Board. Carol went on to explain that several institutions have also reported similar incidents with this type of doors. Further checks on the doors and hinges within the College have now been carried out. Finally, Carol confirmed that there has been no reply received from the Health & Safety Executive.

**8. AOB**

Confidential Minute.

**9. Dates of Next Meetings**

21 <sup>st</sup> March 2016	Board
16 <sup>th</sup> May 2016	Audit Committee
4 <sup>th</sup> July 2016	Board

The meeting concluded at 7:17pm