

**CITY COLLEGE PLYMOUTH**  
**CORPORATION AUDIT COMMITTEE**

**MINUTES OF THE MEETING OF THE CORPORATION AUDIT COMMITTEE HELD ON**  
**TUESDAY 1<sup>ST</sup> MARCH 2016 AT 4.30PM IN ROOM K021**

**The meeting started at 4.30pm.**

**MEMBERS PRESENT:** Mr William Woyka – Chair – WW  
Prof Paul Brunt –PB  
Ms Cheryl Powell - CP

**IN ATTENDANCE:** Ms Nicola Cove – Deputy Principal – NC  
Mr Alistair Campbell – RSM – AC  
Mrs Julia Tindall-Jones – Clerk - JTJ

**OBSERVER:** Mr Mike Cheetham – RSM - MC

**AU16/01 Item 1 – Apologies**

Apologies were received from Andrew Ashley.

**AU16/02 Item 2 - Minutes of the Last Meeting**

RESOLVED that the minutes of the meeting of the Committee held on the 2<sup>nd</sup> December 2015 were signed as a correct record.

**AU16/03 Item 3 - Matters Arising**

There were no matters arising not covered by other items on the agenda.

**AU16/04 Item 4 - Confidential Business**

RESOLVED that there were no items to be treated as In Commercial Confidence and that there were no items that should be classified as Part II.

NOTED that no declarations of interest were made at the meeting.

**AU16/05 Item 5.1 – Internal Audit Reports 2015/16 – Financial Controls – Creditors and Procurement**

AC presented the internal audit report of Creditors and Procurement as part of the Financial Controls audit programme. AC informed the Committee that the controls in place are robust and substantial assurance could be taken that they are suitable, consistently applied and operating effectively. AC concluded that a few housekeeping recommendations had been made, which were in hand with management.

**The Committee NOTED the Internal Audit Report on Financial Controls – Creditors and Procurement.**

**AU16/06      Item 5.2 – Item 5.1 – Internal Audit Reports 2015/16 - Focussed Advisory Review - Quality**

AC then introduced the focussed advisory review on Quality which had been commissioned by the College as part of the agreed audit cycle. AC explained that the review process is regarded as a useful tool by the College to identify any areas where processes could be improved and where the auditors' wider knowledge of best practice in the FE sector could be applied. AC informed the Committee that no recommendations had been made.

Governors discussed the report in detail and PB asked a question regarding student survey response rates. NC responded that, internally, they were good and this year the response rate had improved from last year. NC emphasised that learner feedback was critical and CP confirmed that College staff were very proactive in encouraging learners to complete the survey including taking laptops out to apprentices and pop-ups on PCs. WW asked how long the surveys take to complete and NC responded the internal ones take 5-10 minutes and the external FE Choices approximately 20 minutes. NC commented that the subsequent College response to the survey results and focus groups make students feel valued and listened to.

**The Committee NOTED the Focussed Advisory Review on Quality.**

**AU16/07      Item 5.3 Internal Audit Report 2015/16 – LEAN Review – Central Admissions**

AC proceeded to detail the 2 day LEAN review carried out with the Central Admissions Team. Initially on the first day, barriers to success were identified and the current central admissions process itemised as a baseline. On the second day the team identified what processes could be streamlined to increase efficiency and an action plan going forward was created and adopted.

Governors discussed the team's involvement in the review and recognised that its interaction with other teams was important. AC confirmed that facilitating constructive communication had initially been challenging but that, by the end of the process, there had been a genuine desire to improve processes and work with other teams more effectively for the benefit of the College as a whole. The Chair asked how the action plan would be monitored and its success measured. NC responded that higher conversion rates were measurable. In response to the Chair's question regarding follow up by RSM, NC said that it was possible to carry out a quantitative comparison in November and she would report back accordingly as part of her termly monitoring report.

Governors then discussed conversion rates in general and asked whether there was a mechanism in place to recognise and possibly reward higher conversion rates. NC responded that it might be possible to recognise success in this area but because so many teams were involved in the whole process of recruitment, application and admission, it made it difficult and, potentially, unfair to pick out one team to reward.

**The Committee NOTED the LEAN Review of the Central Admissions Process.**

**AU16/08      Item 6.1 - Internal Audit Progress Report 2015/16**

AC reported that all audits had been carried out in accordance with the Internal Audit Plan and that no changes had been made.

**The Committee NOTED the Internal Audit Progress Report for 2015/16.**

**AU16/09      Item 7.1 – Internal Audit: Action Monitoring Report**

NC reported that four of the recommendations pertaining to IT Controls had been completed and two were outstanding but not yet due. Moving to Health and Safety (H&S), NC reported that two recommendations were outstanding and were being addressed by the new H&S manager. NC assured Governors that risk assessment policies for Offsite Activities and Educational Visits were in place but needed updating and that the completion of COSHH and Risk assessments in Hospitality and Catering was being prioritised. Governors discussed the timescale for the implementation of these recommendations and AC confirmed that RSM's Follow Up report in April would provide an update for the Committee on the implementation of these recommendations.

**The Committee NOTED the Internal Audit: Action Monitoring Report.**

**AU16/10      Item 7.2 – Other Audit Reports Monitoring Report**

**The Committee NOTED that there were no issues outstanding in the Other Audit Reports Monitoring Report.**

**AU 16/11      Date of the Next Meeting**

The next meeting of the Audit Committee will be held on Tuesday 5<sup>th</sup> July 2016 in room K021 commencing at 4.30pm.

There being no other business the meeting closed at 5.20pm.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_