

CITY COLLEGE PLYMOUTH
CORPORATION AUDIT COMMITTEE

MINUTES OF THE MEETING OF THE CORPORATION AUDIT COMMITTEE HELD ON
WEDNESDAY 7th MARCH 2018 AT 4.30PM IN ROOM K021

MEMBERS PRESENT: Mr William Woyka – Chair – WW
Ms Cheryl Powell – CP
Mr Andrew Ashley - AA

IN ATTENDANCE: Ms Nicola Cove – Deputy Principal – NC
Mr Adam George – RSM – AG
Mrs Julia Tindall-Jones – Clerk - JTJ

AU18/01 Item 1 – Apologies

Apologies had been received from Paul Brunt.

AU18/02 Item 2 - Minutes of the Last Meeting

RESOLVED that the minutes of the meeting of the Committee held on the 16th November 2017 were signed as a correct record.

AU18/03 Item 3 - Matters Arising

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

AU18/04 Item 4 - Confidential Business

RESOLVED that there were no items that should 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.

AU18/05 Item 5.1 – Internal Audit Report - Grant Management

AG presented the internal audit report on Grant Management and confirmed that there was a robust control framework in place and that it was consistently applied and no management recommendations had been made.

The Chair asked for clarification of the codes used for projects referred to in the report and NC explained that the codes for the projects were, in general, set by Europe. AA asked whether the potential impact of Brexit on the College's Erasmus projects had been identified. NC responded that the College planned to continue to bid for Erasmus funding pre Brexit and that these were mainly for two year projects. Access post Brexit is still unknown although it is hoped that some grants would still be available until 2020. Governors discussed the current value of Erasmus to the College compared to value of other partnerships that were outside of Erasmus and funded full cost and recognised the significant educational benefit of the Erasmus programme to both students and staff.

The Committee NOTED the Internal Audit Report – Grant Management.

AU18/06 Item 5.2 – Internal Audit Report - Follow Up

AG presented the internal audit report on Follow Up and confirmed that RSM had reviewed the progress made in implementing the actions and confirmed that all actions were fully implemented and changes in processes fully embedded.

The Committee NOTED the Internal Audit Report – Follow Up.

AU18/07 Item 5.3 – Internal Audit Report - Exams

AG presented the internal audit report on Exams and reported that the College has a robust control framework in place for the booking of exams. NC commented that the review had been focussed on the processes put in place to meet the new specifications for examination of Edexcel BTEC programmes that commenced in September 2017 and also to check that the larger numbers of GCSE English and maths exams were being appropriately planned for. AG confirmed that no management actions had been recommended.

The Committee NOTED the Internal Audit Report – Exams.

AU 18/08 Item 6.1 - Internal Audit Progress Report 2017/18

AG introduced the Internal Audit Progress Report and confirmed that the three planned audits had been carried out in accordance with the programme. AG informed the Committee that there had been a change to the audit plan in that the General Data Protection Regulations (GDPR) audit would be replaced by a Freedom of Information (FOI) audit. NC explained that the plan had been changed to reflect the departure of the College Legal Officer and associated uncertainty around the timing of her replacement joining and that it was possible that elements of the review of GDPR preparedness work would be outsourced as a result. Governors discussed the change and the Chair asked how many FOI requests were received annually. NC responded that it could reach hundreds and that many were supply rated. Governors discussed the workload associated with each request and NC gave a brief outline of the process in place to deal with them.

Looking ahead, AG reported that the last two internal audit reports were scheduled for April and would be reported upon at the July Audit Committee meeting. NC confirmed that the subject for the Lean/Efficiency Review had not yet been finalised but was likely to take place in June.

The Chair then referred to the briefing on improving social mobility provided by RSM and asked whether the College was involved in the realisation of the four ambitions outlined in it. NC responded that Ambitions 1 and 2 were pre-16 but that the College was focussing on Ambitions 3 and 4 although no additional funding from the DfE had appeared to date.

The Committee NOTED the Internal Audit Progress Report for 2017/8.

AU18/09 Item 7.1 – Internal Audit: Action Monitoring Report

NC introduced the Internal Audit Action Monitoring Report which demonstrated that all actions had been completed within deadlines.

The Committee NOTED the Internal Audit: Action Monitoring Report.

AU18/10 Item 7.2 – Other Audit Reports Monitoring Report

NC reported that the two actions identified in the External Audit Management Letter had been fully implemented and that there were no actions outstanding.

The Committee NOTED the Other Audit Reports Monitoring Report.

AU 18/11 Date of the Next Meeting

The next meeting of the Audit Committee will be held on Monday 2nd July 2018 in room K021 commencing at 4.30pm.

There being no other business the meeting closed at 5pm.

SIGNED _____ DATE _____