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Audit Committee

Meeting at 17:00 on Thursday 19 May, 2016

Location: Board Room, Scottish Borders Campus, Galashiels

Actions

Item	Action	Responsibility and Date
11/16	Closure of IT user accounts for leavers - The results of the first report will be e-mailed to the Committee for information.	P Smith
24/16	All references to ICT within the Risk Register will be changed to ISLT.	P Smith
25/16	Internal Audit Plan - A detailed plan, to include Estates Management post-project review, will be ready for the next Committee meeting.	G Gillespie
28/16	Monitoring Internal Audit Follow-Up Review – Updates to report will be made as noted.	L Sulo
29/16	Review of the College's internal activities will be discussed further with T Jakimciw.	S Ker

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MINUTES

ITEM	MINUTES
Present	Steven Ker (Chair) Jane Martin Bryan McGrath Brian Jamieson Andries Fourie
In Attendance	Peter Smith Graham Gillespie (Wylie & Bisset) Angela Pieri (Grant Thornton) Brian Hood (Clerk to the Board) Lorraine Sulo (Secretary)
	Audit Committee members met with the internal and external auditors prior to the commencement of business, no members of the College Executive were present.
16/16	<u>Chairman's Welcome</u> S Ker welcomed everyone to the meeting.
17/16	<u>Declaration of Conflict of Interest</u> There were no declarations.
18/16	<u>Register of Members Interest</u> There were no declarations.
19/16	<u>Apologies for Absence</u> Apologies were received from I Ireland.
20/16	<u>Minutes of Meeting held on Thursday 11 February, 2016 – Paper A</u> The minutes of the previous meeting were approved as a true and accurate record.
21/16	<u>Matters Arising</u>
07/16	P Smith confirmed that the Regional Board had received details of the College's new Anti-Bribery Policy.

11/16	<p>P Smith advised that further clarification had been sought from the Head of ISLT who confirmed that the College's ISLT Security Policy will include plans for PIN Codes to be implemented along with an endpoint control solution.</p> <p>P Smith also confirmed that the additional check to ensure that the IT user accounts for all leavers are disabled was now in place between HR and ISLT. The results of the first report will be e-mailed to the Committee for information. Action: P Smith</p>
22/16	<p><u>Internal Audit Assignment – Management Information Systems – Paper B</u></p> <p>G Gillespie presented the findings of the Internal Audit on the College's Management Information Systems, which concluded the arrangements as "Strong" with one medium level and two low level recommendations.</p> <p>The Committee discussed the medium level recommendation which identified administrative inefficiencies in the gathering and entry of curriculum data. The audit recommendation is for a standard information entry tool to be used by all faculties. Management have agreed with this recommendation and a tool is in the early stages of testing. The Committee noted that this would have no adverse impact on the enrolment of students.</p>
23/16	<p><u>External Audit Plan 2015-16 – Paper C</u></p> <p>A Pieri presented the External Audit Plan for the 2015-16 Final Accounts & Annual Report.</p> <p>The Committee received a brief summary of the report and noted that the plan is for a twelve month period.</p> <p>The Committee noted the new requirements under FRS102 and approved the presented External Audit Plan for year ending 31 July 2016 along with the increased audit fee proposed within the paper to cover the associated additional work.</p>
24/16	<p><u>Risk Register – Paper D</u></p> <p>P Smith updated the Committee on actions being taken to mitigate the College's risks with the following points raised:</p> <ul style="list-style-type: none"> • 9d – may change depending on outcome of meeting with Scottish Funding Council on 23 May to discuss the College's allocation for 2016/17. • 11d – reduce the residual risk impact from a 4 to a 3 to recognise the imminent investment into the College's ISLT infrastructure. <p>The Committee approved the Risk Register along with the recommendations outlined above.</p>

	<p>All references to ICT within the Risk Register will be changed to ISLT. Action: P Smith</p>
25/16	<p><u>Internal Audit Plan 2016-17 – Paper E</u></p> <p>G Gillespie presented the current five year Internal Audit Plan with 2016-17 forming the final year.</p> <p>The Committee discussed the four Value for Money days which were yet to be allocated and it was agreed that a post-project review on the Estates Management work which was currently underway would be worthwhile. G Gillespie will discuss this further with P Smith and a detailed plan will be brought to the next Committee meeting. Action: G Gillespie</p>
26/16	<p><u>Procurement Practices & Value for Money – Paper F</u></p> <p>P Smith updated the Committee with regards to activities in ensuring best practice and value for money in the College's Procurement function.</p> <p>Recent changes have meant that the College will no longer be subject to mandatory Procurement Capability Assessments, however, through working with APUC a voluntary programme of actions to ensure best practice will be put in place.</p> <p>The Committee noted the content of the report.</p>
27/16	<p><u>Appointment of External Auditors – Paper G</u></p> <p>P Smith advised the Committee of the appointment of the College's external auditors for the period 2016-17 to 2020-21. The paper included a letter from Audit Scotland advising that, following a tendering exercise, Scott Moncrieff had been appointed. 2015-16 will be the final year of appointment of our current auditors, Grant Thornton.</p> <p>The Committee noted the content of the paper.</p>
28/16	<p><u>Monitoring Internal Audit Follow-Up Review</u></p> <p>P Smith presented the Internal Review Monitoring report highlighting progress made on recommendations set out in previous Internal Audit Reports as at 12 May, 2016</p> <p>S Ker noted that following clarification that the College will be implementing PIN Codes and an endpoint control solution these areas should be reinstated within the report to enable monitoring. L Sulo agreed to ensure these were added to the report along with any changes to the original dates being inserted into the progress columns. Action: L Sulo</p> <p>The Committee noted the content of the report.</p>

29/16	<p><u>Any Other Business</u></p> <p>The Committee discussed the extent of compliance reporting the College is now subject to and considered the possibilities of reviewing the College's internal activities to reduce this burden. S Ker will discuss this further with T Jakimciw. Action: S Ker</p>
30/16	<p><u>Date of Next Meeting</u></p> <p>The next meeting will be held on Thursday 22 September, 2016 at 5pm in the Board Room at the Scottish Borders Campus.</p>

Signed..... Signed.....
Chairman Clerk to the Board