REGIONAL BOARD REPORT

Subject: Report from the Audit Committee	**Purpose:** **For Approval** ☐ **For Discussion** ☐ **For Information** ☒
Prepared by: Steven Ker	**Date:** 1 March 2018

Purpose:
To inform the Regional Board of the meeting of the Audit Committee held on 8 February 2018.

Linked to Strategic Goal 5: Build Sustainability.

Executive Summary:

The draft minutes of the Audit Committee held on 8 February 2018 are attached for information.

Recommendation:
Board members note the content.

Previous Committee Approvals:
n/a

For publication ☒	**For publication with redactions** ☐	**Not for publication** ☐

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Audit Committee

Meeting at 17:30 on Thursday 8 February 2018

Location: Board Room, Scottish Borders Campus, Galashiels

Actions

Item	Action	Responsibility and Date
61/17	Campus Lifecycle Trust Fund - Formal confirmation from Heriot-Watt University regarding the account signatory would continue to be pursued.	VP Finance & Corporate Services
07/18	Web-filtering Protection - The grade will be changed to low and further commentary on Eduroam will be added to the Monitoring Action Plan. Endpoint Control Solution - Further work on the usage of USB memory sticks to be carried out.	ISLT Manager ISLT Manager
10/18	Strategic Risk Register Risk 1c - Feedback will be sought from the Principal as to whether Borderlands should feature separately.	VP Finance & Corporate Services

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Audit Committee

Meeting at 17:30 on Thursday 8 February 2018

Location: Board Room, Scottish Borders Campus, Galashiels

MINUTES

ITEM	MINUTES
Present In Attendance	Steven Ker (Chair) Jane Gaddie Ian Ireland Jen MacKenzie Bryan McGrath Stephen Pringle (Internal Auditors, Wylie & Bisset) James Ayling (Board Secretary) Peter Smith (Vice Principal – Finance & Corporate Services) Lorraine Sulo (Minutes)
	Audit Committee members met with the internal auditors prior to the commencement of business.
01/18	**Chairman's Welcome** The Chair welcomed everyone to the meeting. Vice Principal Finance & Corporate Services advised that due to personal circumstances F Wight, Head of ISLT, had resigned from the College. As an interim measure the current Learning Technology Manager, C Bradley, had been appointed to ISLT Manager and would join the meeting to discuss the outstanding internal audit recommendations. It was agreed that the agenda item would be discussed first.
07/18	**ISLT – Outstanding Internal Audit Recommendations** The Chair welcomed C Bradley, ISLT Manager, to the meeting and advised that there were four outstanding recommendations which the Committee wished to discuss in order to understand how these were progressing. An update was provided with the following points being made: • Web-filtering Protection Internet access via Eduroam remains unfiltered however discussions are underway with supplier to understand what filtering could be possible. Given that Eduroam is an educational roaming service used by many others the Committee would be interested to know how other institutions use the service. The grade will be changed to low and further commentary on Eduroam will be added to the Monitoring Action Plan for the next meeting. **Action: ISLT Manager**

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	• IT Security Policy The policy is now part of the ISLT team's project list. Discussions are underway with the Director of Business Improvement and Performance regarding the new GDPR legislation which would require to be included. • PIN Codes Staff have been advised that as from 19 February 2018 all mobile devices which access staff college email accounts will require to have a PIN code set in order to allow access. In the event that a device is lost or stolen ISLT will have the ability to remotely wipe devices that access college email to protect data. • Endpoint Control Solution All College staff devices are encrypted, password and pin protected. Own devices can only access information through Eduroam. The College's Information Security Policy ensures staff receive mandatory data protection training as part of their induction and this is currently being updated in line with new GDPR guidelines which all staff will require to undertake. One remaining risk is the usage of USB memory sticks. S Pringle advised that should an internal audit be carried out on this area, concern would be highlighted regarding the usage of non-encrypted memory sticks. ISLT Manager advised that work is continuing to ensure that staff who work remotely are able to access all files by VPN therefore there should be no requirement for such devices. The Committee requested that further work on the usage of USB memory sticks be carried out with the new GDPR guidance also being considered. **Action: ISLT Manager** ISLT Manager left the meeting.
02/18	**<u>Declaration of Conflict of Interest</u>** No declarations were raised.
03/18	**<u>Register of Members Interest</u>** No reports had been received.
04/18	**<u>Apologies for Absence</u>** Apologies had been received from E Smith.
05/18	**<u>Minutes of Meeting held on 23 November 2017 – Paper A</u>** The minutes of the previous meeting were approved as an accurate record.

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06/18 **61/17**	**<u>Matters Arising</u>** • Campus Lifecycle Trust Fund The Vice Principal Finance & Corporate Services advised that formal confirmation from Heriot-Watt University regarding the account signatory had not been received. He would continue to pursue. **Action: VP F&CS** All other actions had been completed.
08/18	**<u>Amendment to Terms of Reference – Paper B</u>** The Board Secretary highlighted the two changes which were required following the December Regional Board meeting. These were regarding the appointment of the Committee Chair and the role of the Committee regarding internal/external auditors. He also confirmed that there were no contradictions with the Code of Good Governance. The Committee approved the requested changes.
09/18	**<u>Internal Audit Assignment – Marketing - Paper C</u>** S Pringle, Wylie & Bisset, presented the findings of the Marketing Internal Audit. Overall there was a strong level of assurance with two medium grade recommendations for improvement and four areas of good practice identified. He also confirmed that the two colleges which were included within the sample work were city based. There were no differences in techniques being used between the colleges although there was a difference in budget scales. There is still an expectation from visitors that the College provides a printed prospectus. The following changes to the report on page 11 were requested: • First sentence - August 2018 should read 2017 • Final sentence – Staff *would* be encouraged to use all the resources available instead of staff *should* be encouraged. The Committee approved the report.
10/18	**<u>Strategic Risk Register – Paper D</u>** The Chair advised that further discussions will take place at the forthcoming Regional Board meeting regarding more time being allocated to the register, particularly around understanding what steps are being undertaken by the College to address risks which are assessed as being higher than our 'appetite' i.e. risks with red status. Risk 1c - Given that Borderlands will be a separate funding source to the South of Scotland Enterprise Agency feedback will be sought from the Principal as to whether Borderlands should feature separately. **Action: VP F&CS**

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	The Committee noted the contents of the paper.
11/18	**<u>Procurement Practices & Value for Money – Paper E</u>** The Vice Principal of Finance & Corporate Services provided an overview of the paper which updated the Committee on progress in line with the Public Procurement Reform Agenda. Total contracted spend for Period 5 had increased to £1,489k compared to £1,021k for the same period in 2016-17. Wherever possible, the College uses the Scottish Governments PCS-Tender e-tendering portal to advertise tenders. The Man/Other spend which was referred to in the College's YTD spend table covered spend with organisations such as the SQA which the College have no decision over. The Committee noted the contents of the paper.
12/18	**<u>Monitoring Internal Audit Follow-up Review – Paper F</u>** Following the ISLT discussion earlier in the meeting, the Committee noted the remaining actions and updates which had been provided.
13/18	**<u>Any Other Business</u>** The Board Secretary sought confirmation that all papers could be published on the College website and no issues were raised. The Vice Principal Finance & Corporate Services advised that the College was also recruiting for a new Head of Finance & Procurement. Interviews would take place on 1 March 2018.
14/18	**<u>Date of Next Meeting</u>** The next Audit Committee meeting will take place on Wednesday 16 May 2018 at 17:30.

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Signed…… Signed……
Chairman Board Secretary