

# Audit Committee Report

<b>Subject:</b>  Audit Committee Workplan	<b>Purpose:</b> For Approval <input type="checkbox"/> For Discussion <input checked="" type="checkbox"/> For Information <input type="checkbox"/>
<b>Prepared by:</b> Ingrid Earp	<b>Date of Committee:</b> 9 February 2023
<b>Purpose:</b> To provide Committee members with a view of the work planned for Audit Committee across the Academic Year.	
<p><b>Executive Summary:</b> As a result of the Committee Terms of Reference (ToR) being updated some aspects of the previous Board and Committee Agenda Planners had become out of date. A number of new lines of activity are required in order to ensure all our ToR are being covered and referenced at least once by the Committee throughout the year.</p> <p><b>Key items:</b></p> <p>The Committee workplan has a front sheet indicating all the activity across the year. There are also separate worksheets for each meeting. This is a live document that is shared by a number of people working on meeting planning and preparation of papers.</p> <p>This is not a definitive list of items that will be covered by the Committee and there is always opportunity to add items as necessary.</p> <p>Each year the planner will be rolled forward and adjusted as necessary.</p> <p><b>Questions that Members should ask themselves when reading the paper:</b></p> <p>Is there anything missing from the planner?</p>	
<p><b>Linked to Strategic Ambition(s):</b>          Take a leading role in enabling an inclusive, resilient and sustainable Scotland</p> <p>Choose an item.</p> <p><b>Performance Measures:</b>          Recognise nationally as a progressive organisation</p> <p>Choose an item.</p>	
<p><b>Linked to Strategic Risk Register:</b>          4b - Governance</p> <p>Choose an item.</p>	

<b>Recommendation:</b> The Committee discusses and agrees the workplan for the remainder of 2022-23.	
<b>Previous Committee Approvals:</b> None	
<b>For publication</b> <input type="checkbox"/>	<b>Not for publication</b> <input checked="" type="checkbox"/> <b>If not, why not?</b>  The paper is still in draft form.

Audit Agenda Planning

2022-2023

Prepare Agenda				19-Jan-23	20-Apr-23		
Papers distributed		19-Sep-22		02-Feb-23	04-May-23		
<b>AGENDA (Date of meeting)</b>	<b>ToR</b>	<b>29-Sep-22</b>	<b>24-Nov-22</b>	<b>09-Feb-23</b>	<b>11-May-23</b>	<b>Author</b>	<b>Notes</b>
On all agendas:							
Chair's Welcome							
Declaration of Conflict of Interest							
Register of Members Interest							
Apologies for Absence							
Minutes of Previous Meeting							
Matters Arising							
<b>SECTION A - ITEMS FOR APPROVAL</b>							
Internal Audit Assignments	2.8	✓	✓	✓	✓	Kirsty	
Audit Recommendations Monitoring	2.8	✓	✓	✓	✓	Kirsty	
Draft Strategic Report & Financial Statements		✓				Kirsty	
Internal Audit Annual Report	2.6/2.7	✓				Kirsty	
Annual Report to Regional Board	2.16	✓				Kirsty	
Annual Accounts (inc corporate governance statement)	2.1/2.2/2.15	✓	✓			Kirsty	With invite to rest of Board
External Audit Report and Management Letter	2.3/2.7		✓			Kirsty	
Anti-Bribery Policy	2.14			✓		Kirsty	Whenever due
Anti-Fraud and Corruption Policy	2.14			✓		Kirsty	Whenever due
Internal Audit Plan					✓	Kirsty	
External Audit Plan					✓	Kirsty	
College Financial Regulations (if any changes/updates)	2.12				✓	Kirsty	
Review of Internal Audit (scope, efficiency and effectiveness)	2.5				✓	Kirsty	
Appointment of Internal Audit	2.4					Kirsty	When required/due
Terms of Reference (Annual)					✓	Ingrid	
Risk Management Policy						Kirsty	When required/due
<b>SECTION B - ITEMS FOR DISCUSSION</b>							
Strategic Risk Register	2.9	✓	✓	✓	✓	Kirsty	
Committee Review	2.17			✓		Chair	
Data Protection and Freedom of Information Update	2.10				✓	Kirsty	
Business Continuity Plan	2.9				✓	Kirsty	
Cyber Resilience Framework & Supply Chain Cyber Security Guidance						Kirsty	What is this?
<b>SECTION C - ITEMS FOR INFORMATION</b>							
Register of Gifts (if update required)	2.13	✓	✓	✓	✓	Kirsty	
Cyber Security Update	2.11	✓	✓	✓	✓	Kirsty	
Procurement Practices and VFM			✓		✓	Kirsty	
National Fraud Initiative Update					✓	Kirsty	
Information Update		✓	✓	✓	✓	Kirsty	
Papers for Publication (Standing item)		✓	✓	✓	✓		
Any Other Business (Standing Item)		✓	✓	✓	✓		

When formal meeting closes

Members to meet with

Principal

Vice Principal

External Audit

Internal Audit

✓	
	✓

Prepare Agenda									
Papers distributed		19-Sep-22							
AGENDA (Date of meeting)	ToR	29-Sep-22	Author	Draft Deadline	Reviewed by VP	Report Complete Deadline	Notes	Ref	Paper Ref
On all agendas:									
Chair's Welcome								16/22	
Declaration of Conflict of Interest								17/22	
Register of Members Interest								18/22	
Apologies for Absence								19/22	
Minutes of Previous Meeting								20/22	A
Matters Arising								21/22	
<b>SECTION A - ITEMS FOR APPROVAL</b>									
Internal Audit Annual Report	2.6/2.7	✓	Kirsty					24/22	D
Draft internal audit plan	2.8	✓	Kirsty					23/22	C
Internal Audit report - Budgetary Reporting	2.8							25/22	E
Internal Audit report - Procedures manual review	2.8							26/22	F
National Fraud Initiative Exercise								27/22	G
Annual Report to Regional Board	2.16	✓	Kirsty						
Annual Accounts (inc corporate governance statement)	2.1/2.2/2.15	✓	Kirsty				With invite to rest of Board	22/22	B
<b>SECTION B - ITEMS FOR DISCUSSION</b>									
Strategic Risk Register	2.9	✓	Kirsty					28/22	H
<b>SECTION C - ITEMS FOR INFORMATION</b>									
Register of Gifts (if update required)	2.13	✓	Kirsty					31/22	J
Cyber Security Update	2.11	✓	Kirsty					29/22	I
Papers for Publication (Standing item)		✓						30/22	
Any Other Business (Standing Item)		✓						32/22	
Should have had but missed off actual meeting									
Audit Recommendations Monitoring	2.8	✓	Kirsty						

Agenda Contents 24 Nov 2022 Meeting

Prepare Agenda									
Papers distributed									
<b>AGENDA (Date of meeting)</b>	<b>ToR</b>	<b>24-Nov-22</b>	<b>Author</b>	<b>Draft Deadline</b>	<b>Reviewed by VP</b>	<b>Report Complete Deadline</b>	<b>Notes</b>	<b>Ref</b>	<b>Paper Ref</b>
On all agendas:									
Chair's Welcome									
Declaration of Conflict of Interest								17/22	
Register of Members Interest								18/22	
Apologies for Absence								19/22	
Minutes of Previous Meeting								20/22	A
Matters Arising								21/22	
<b>SECTION A - ITEMS FOR APPROVAL</b>									
Internal Audit Assignments - Credits	2.8	✓	Kirsty					25/22	E
Internal Audit Assignments - Student Support Fund								26/22	F
Internal Audit Assignments - EMA								27/22	G
Internal Audit Assignments - Payroll								28/22	H
Audit Committee - Annual Report to Board								23/22	C
External Audit Report and Management Letter	2.3/2.7	✓	Kirsty					24/22	D
Final Annual Accounts (inc corporate governance statement)	2.1/2.2/2.15	✓	Kirsty				With invite to rest of Board	22/22	B
<b>SECTION B - ITEMS FOR DISCUSSION</b>									
Strategic Risk Register	2.9	✓	Kirsty					29/22	I
<b>SECTION C - ITEMS FOR INFORMATION</b>									
Register of Gifts (if update required)	2.13	✓	Kirsty					32/22	K
Cyber Security Update	2.11	✓	Kirsty					30/22	J
Procurement Practices and VFM		✓	Kirsty						
Papers for Publication (Standing item)		✓						31/22	
Any Other Business (Standing Item)		✓						33/22	
Should have had but missed off actual meeting									
Audit Recommendations Monitoring	2.8	✓	Kirsty						

Agenda Contents 9 Feb 2023 Meeting

Prepare Agenda		19-Jan-23							
Papers distributed		02-Feb-23			27/01/2023	28/01/2022	02/02/2023		
AGENDA (Date of meeting)	ToR	09-Feb-23	Author	Draft Deadline	Reviewed by VP	Report Complete Deadline	Notes	Ref	Paper Ref
On all agendas:									
Chair's Welcome									01/23
Declaration of Conflict of Interest									02/23
Register of Members Interest									03/23
Apologies for Absence									04/23
Minutes of Previous Meeting									05/23
Matters Arising									06/23
<b>SECTION A - ITEMS FOR APPROVAL</b>									
Internal Audit Assignments - Complaints Handling	2.8	✓	KR			24/01/2023		B	07/23
Anti-Bribery Policy	2.14	✓	KR			25/01/2023		C	08/23
Anti-Fraud and Corruption Policy	2.14	✓	KR			25/01/2023		D	09/23
<b>SECTION B - ITEMS FOR DISCUSSION</b>									
Strategic Risk Register	2.9	✓	KR					E	10/23
Committee Review	2.17	✓	IE					F	11/23
Audit Committee Workplan		✓	IE					G	12/23
<b>SECTION C - ITEMS FOR INFORMATION</b>									
Cyber Security Update	2.11	✓	SM	25/01/2023	26/01/2023			H	13/23
Register of Gifts (if update required)	2.13	✓	KR			25/01/2023		I	14/23
Audit Recommendations Monitoring	2.8	✓	KR			01/02/2023		J	15/23
Information Update		✓	KR/IE					K	16/23
Papers for Publication (Standing item)		✓							17/23
Any Other Business (Standing Item)		✓							18/23
Date of next meeting									19/23

Private meeting = Kirsty Robb

KR	Kirsty Robb
SW	Sara Wilson
SC	Susan Brooke - Internal Audit - Wylie & Bisset
DE	David Eardley - External Audit - Azets
SM	Scott Moncrief
IE	Ingrid Earp

# Agenda Contents 11 May 23 Meeting

Prepare Agenda		20-Apr-23							
Papers distributed		04-May-23							
AGENDA (Date of meeting)	ToR	11-May-23	Author	Draft Deadline 28/04/23	Reviewed by VP 01/05/23	Report Complete Deadline 04/05/23	Notes	Ref	Paper Ref
On all agendas:									
Chair's Welcome									
Declaration of Conflict of Interest									
Register of Members Interest									
Apologies for Absence									
Minutes of Previous Meeting									
Matters Arising									
<b>SECTION A - ITEMS FOR APPROVAL</b>									
Review of Internal Audit (scope, efficiency and effectiveness)	2.5	✓	KR						
Internal Audit Assignments	2.8	✓	KR						
Internal Audit Plan		✓	SB						
External Audit Plan		✓	DE						
College Financial Regulations updates	2.12	✓	KR						
Terms of Reference (Annual)		✓	Ingrid						
<b>SECTION B - ITEMS FOR DISCUSSION</b>									
Strategic Risk Register	2.9	✓	KR						
Business Continuity Plan	2.9	✓	KR						
Data Protection and Freedom of Information Update	2.10	✓	KR						
<b>SECTION C - ITEMS FOR INFORMATION</b>									
Register of Gifts (if update required)	2.13	✓	KR						
Audit Recommendations Monitoring	2.8	✓	KR						
Cyber Security Update	2.11	✓	SM						
Procurement Practices and VFM		✓	KR						
National Fraud Initiative Update		✓	KR						
Information Update		✓	KR/IE						
Papers for Publication (Standing item)		✓							
Any Other Business (Standing Item)		✓							

KR	Kirsty Robb
SW	Sara Wilson
SC	Susan Brooke - Internal Audit - Wylie & Bisset
DE	David Eardley - External Audit - Azets
SM	Scott Moncrief
IE	Ingrid Earp

		29/09/2022	24/11/2022	09/02/2023	11/05/2023
2.1	To advise the Regional Board of the process for the appointment of the external auditor (currently appointed by Audit Scotland) its remuneration and of any issues relating to the role of the external auditor;	✓			
2.2	To consider and review the College's Annual Accounts and Annual Report and the external auditor's report prior to submitting to the Regional Board;	✓	✓		
2.3	To review the external auditor's Management letter and monitor Management's response and to advise the Regional Board on relevant issues arising from the external auditor's management letter, other external audit reports and College's Management		✓		
2.4	To make a recommendation to the Regional Board on the appointment, reappointment, remuneration or removal of the internal auditors;				
2.5	To review the scope, efficiency and effectiveness of the work of internal audit and advise the Regional Board;				
2.6	To advise the Regional Board on relevant issues arising from the Audit Committee's consideration of internal audit, progress reports, annual reports and College Management's response;	✓	✓	✓	
2.7	To review the processes and advise the Regional Board on the internal and external auditor's assessment of the College's financial and other internal control systems;	✓	✓		
2.8	To promptly pursue recommendations arising from audit reports and monitor their implementation	✓		✓	
2.9	To monitor and ensure the effectiveness of the College Strategic Risk Register, the Risk Management Framework and the College approach to risk assessment and risk appetite, undertaking reviews as appropriate, and to oversee and approve revisions of, and amendments to, the College Business Continuity Plan	✓	✓	✓	
2.10	To oversee, and be assured that, all legislation and guidelines are being adhered to and followed with reference to Data Protection (DP) and Freedom of Information (Fol) Requests;			✓	
2.11	To ensure the College has relevant and suitable procedures in place around cyber security, and be assured that the College is taking appropriate action where necessary	✓	✓	✓	
2.12	To approve changes and amendments to the College Financial Regulations and to provide assurance that the Regulations are being adhered to;				
2.13	To note any updates of the Register of Gifts	✓	✓	✓	
2.14	To respond appropriately to any notification to the Audit Committee of fraud or other improprieties and to review previously reported cases of impropriety to establish whether they have been handled appropriately			✓	
2.15	To review and advise the Regional Board on compliance with corporate governance requirements and good practice guidance		✓		
2.16	In accordance with the Scottish Funding Council Code of Audit Practice, to submit an annual report to the Regional Board		✓		
2.17	Annually review the Committee effectiveness and report the results of that review along with a Development and Improvement Plan			✓	✓