

**Meeting of the Audit and Risk Committee Meeting
Held on Tuesday 7 June 2022
Via Video Conference using Zoom**

Present:

Steven Wallace	(Chair)
Steve Graham	(Vice Chair)
Elaine Anderson	Non-Executive Board Member
Matthew Wilson	Non-Executive Board Member
Alison Sutherland	Non-Executive Board Member

In attendance:

Pauline Donald	Board Governance Advisor (Minutes)
Yvonne Melvin	Board Administrative Officer
Michael Breen	Vice Principal – Finance
Anne Campbell	Vice Principal – Curriculum
James Thomson	Assistant Principal - Finance, Student Funding & Estates
Clare Robertson	BDO – Internal Auditors
Joanne Buchanan	Mazars – External Auditors

1. Welcome and Declarations of Interest

The Chair welcomed everyone to the meeting.

There were no declarations of interest presented.

2. Apologies

Apologies were recorded from Chloe Ridley, Director, BDO Internal Auditor and Lucy Nutley, Mazars – External Auditors.

The meeting was confirmed as quorate.

3. Minutes of the Previous Meeting held on 15 March 2022 (Paper 1) C/P

The minutes were approved as a correct record.

Proposed: Elaine Anderson **Seconded:** Steve Graham

Audit Action Tracker (Paper 1A) (P)

The Committee noted the completion of all actions as recorded on the action tracker.

4. Matters Arising

There were no outstanding matters arising from the minutes.

5. Internal Audit

i. Internal Audit Report – Student Support (Paper 2) (P)

C Robertson introduced Paper 2 as presented.

The Committee noted the substantial level of assurance provided with two areas for improvement, both of which had been accepted by the management team and are being actioned.

The Committee commended the positive report and noted the level of assurance received.

ii. Internal Audit Report – Complaints Management (Paper 3) (P)

C Robertson introduced Paper 3 as presented.

The Committee noted the substantial level of assurance which had returned no areas where the College can improve its existing arrangements.

The Committee commended an exceptional report.

iii. Internal Audit Report – Marketing (Paper 4) (P)

C Robertson introduced Paper 4 as presented.

The Committee noted that the audit had identified seven areas of good practice and two low level areas where the College can improve its existing arrangements, which had been accepted by the management team and are being actioned.

The Committee noted the report and the level of assurance received.

iv. Internal Audit Progress Report (Paper 5) (P)

C Robertson introduced Paper 5 as presented.

The Committee noted that work is progressing in line with the audit plan. Six audits have been completed, two are in progress and the remaining audit (Follow-up) is scheduled into BDO's and the College's diaries.

The Committee noted the report.

6. External Audit

Audit Strategy Memorandum (Paper 6) (P)

J Buchanan introduced Paper 6 as presented and provided an outline summary of the paper to the Committee.

The following was noted in response to Committee review:

- On seeking clarity on the wider scope work related to financial sustainability and the rationale for extending the forward look from two to five years from the reporting date, the Committee noted that this was a sector-wide approach which had also been set out by Audit Scotland. Going forward, it was agreed that management will have further working discussions with Mazars on this area.
- The Committee noted that the on-line approach to conduct the audit programme had been successful; both from the perspective of Mazars and management. The Committee were pleased to note the auditor's feedback that

the College was an exemplar of how the on-line audit approach could work. The Committee therefore supported that the audit fieldwork would continue on this basis.

- The Committee noted the Audit Fee as outlined in the report.

Action ARC36 A01: A further update on this report will be provided to the Committee in September prior to inclusion in the Annual Accounts and Financial Statements in November.

Decision ARC36 D01: The Committee approved the Audit Strategy Memorandum, year ending 31 July 2022 including the proposed Audit Fee.

7. Internal Audit rolling Action Plan as at March 2022 (Paper 7) (P)

J Thomson introduced Paper 7 as presented.

The Committee noted that this is the regular monitoring report to provide assurance to members that internal audit recommendations are being actioned timeously.

The Committee noted that there were four actions due to be completed during the period under consideration, all of which had been completed. These related to recommendations arising from the 2020-21 Commercial Income Internal Audit and the 2020-21 Financial Processes Internal Audit.

The Chair commended the completion of actions as part of the internal control process.

The Committee noted the report.

8. Any other business

No other business raised.

9. Date of Next Meeting – Tuesday 13 September 2022 at 4pm

P - Papers will be published on the College Website; R - Papers will not be published for reasons of commercial confidentiality or for reasons associated with data protection legislation; C/P - Confirmed minutes will be published on the College Website

Reserved Items on the next page.