

Audit Committee Minutes

27 November 2018

Boardroom

Minutes

Attendees	Apologies	In Attendance
A Fawcett (Chair) J Leeming S Nixon	G Brennan	W Webster (Principal) G Westwater (Executive Director of Finance) T Openshaw (University of Bolton) M Harding (Internal Auditor, RSM)

ITEM	DESCRIPTION
1	Declarations of Interest
	Governors were reminded to declare any interests that they may have on agenda items to be considered. No interests save for standing matters were reported.
2	Apologies for absence/In attendance
	Apologies were received from G Brennan. The Chair welcomed T Openshaw to the meeting
3	Minutes of the Meeting held on 28th June 2018
	An outstanding action (Item 12) was noted for the incoming Clerk's attention. These were approved and signed by the Chair.
4	Matters Arising
	<u>Review of Risk Management, Policy and Process</u> The Chair advised that T Openshaw is leading on a review of Risk Management, Policy and Process on a group wide basis. The aim bring to ensure Risk is elevated appropriately and on a timely basis.
5	Internal Audit Report – GDPR
	M Harding spoke to the report – highlighting 5 Management Actions have been implemented. The Chair asked that progress on the two outstanding recommendations are reported to the next Committee meeting.
6	Outstanding Audit Recommendations: Monitoring Schedule
	It was noted that the last two outstanding actions regarding H&S and a Follow-Up review had been completed.
7	Risk Management Annual Report
	GW presented the Annual Report, noting he now led on Risk Management following a colleague's secondment to the University of Bolton. It was agreed to review the Risk Register at the next Committee Meeting.
8	Annual Report of the Audit Committee
	GW presented the report. Two minor amendments were noted. The unmodified opinion with an emphasis of matter on the Financial Statements for 2017/18 were highlighted. The report was approved by the Committee and will be presented to the Board in December.

9	Internal Auditors Annual Report
	<p>M Harding presented the Annual Report from RSM. The Internal Auditor highlighted:</p> <ul style="list-style-type: none"> • The enhanced framework for Risk Management • The various Internal Audit Reports and subsequent Management Actions • Performance; and • The Summary of the work of the Internal Auditor (Appendix B) <p>The Chair thanked the Internal Auditor from the Annual Report.</p>
10	Appointment of Regularity and Internal Auditors for 2018/19
	<p>After a discussion – in camera of the respective Auditors – it was resolved that:</p> <ul style="list-style-type: none"> • Internal Audit: RSM should be re-appointed for a one year for 2018/19 – thereafter a group-wide tender for Internal Audit Services will be arranged; and • Regularity Audit: The College will be enveloped under the University of Bolton contract with Scott Moncrieff (subject to terms) for 2018/19 onwards until tender.

<p>Chairman's Signature:</p> <p>Date:</p>
