

Bilborough College

Minutes of the Audit Committee Meeting Held on Monday 13th June 2011 at 5.30pm

Present: Mrs Sara Murcott– Chair
Ms Frances Warburton
Mr Giles Calverley
Mrs Jane McGregor

In Attendance: Mrs Susan Bolton – Clerk to the Corporation
Mr Christopher Bradford – Principal
Mr Ted Wales – Director of Finance
Ms Elaine Olson – MacIntyre Hudson [part attendance]
Mr Mike Redfern – Grant Thornton [part attendance]

A target finish time of 7.15pm was set.

The meeting was quorate.

Minute No		Action
	BUSINESS ITEMS	
1.	<p>Welcome</p> <p>The Chair welcomed all those present to the meeting and asked all to introduce themselves. The meeting noted that this was Mrs McGregor's first Audit Committee as a member.</p>	
2.	<p>Apologies for Absence</p> <p>There were apologies received Mr Nigel Martin.</p>	
3.	<p>Declarations of Interest</p> <p>Mr Redfearn on behalf of Grant Thornton declared an interest in relation to the future provision of External Audit Services.</p> <p>There were no further declarations of interest made.</p>	
4.	<p>Minutes of previous meeting held on 28th February 2011</p> <p>The minutes of the meeting held on 28th February 2011 were reviewed for accuracy and the meeting agreed that minor amendments were required to page 2 and the spelling of recommendations, page 4 the spelling of undetermined. The meeting then confirmed the minutes and they were then signed by the Chair as an accurate record of the meeting held on 28th February 2011.</p>	
5.	<p>Matters Arising</p> <p>Internal Audit Fees Proposal – The Director Finance confirmed that MacIntyre Hudson had confirmed that the fees quoted were inclusive of VAT and for the equivalent number days as in previous years.</p>	

	External Audit Provision – The Director of Finance confirmed that Grant Thornton had been approached regarding the external audit provision for 2011/12 – 2013/14 and that they would give a presentation later in the meeting.	
	INTERNAL AUDIT	
6.	<p>Internal Audit Report – 2010/11 Phase 2</p> <p>Ms Elaine Olson confirmed that the Phase 2 Audit had been carried out on seven identified areas. These covered Child Protection and Safeguarding, Financial Reporting, Health & Safety, Payroll Contractors, Space Management, Strategic Planning and Transport. The meeting noted that following the audit, there were 15 recommendations, 8 medium priorities and 7 low priorities. Members noted that for guidance, medium priorities should be implemented within 6 months and the low priorities when resources were available.</p> <p>The Committee confirmed that the report had been read and the following comments under each system was made:</p> <p>Child Protection and Safeguarding – 2 Low priorities The two priorities were discussed and it was noted that the approved Safeguarding Policy would be placed on the website by July 2011 and the recommendations in respect of informing visitors of safeguarding in the college would be implemented by September 2011. The Principal confirmed that he would forward a copy of the report completed by Eileen Hartley the Safeguarding Governor Champion to the Internal Auditors.</p> <p>Financial Reporting – 3 Low priorities The Director of Finance confirmed that there was now a deadline set for the production of Management Accounts and that this was contained in the College Financial Regulations and Procedures. He also confirmed that the format of the Management Accounts would be raised at the next EP&F Meeting and that a compliance statement in respect of the loan covenant was now included in the management accounts.</p> <p>Health & Safety – 5 medium priorities The Director of Finance confirmed that approved final Health & Safety procedures and policies were now on the intranet. He also reported that a Health & Safety Development Plan was being put in place which would identify the recommendations made by the audit. These two items would be in place by September 2011 together with staff training on accident reporting. The meeting noted that various members of the estates team were undergoing training either for the NEBOSH qualification or the IOSH qualification. The Director of Finance confirmed that that recommendation in terms of up-to-date Risk Assessment templates being on the intranet had been actioned together with the observation in relation to training.</p> <p>Payroll Contractors – 2 low priorities The Director of Finance confirmed that with the service price going over the threshold of £5k contained in the College Financial Procedures, three quotes would be obtained for 2011/12. He confirmed that he was happy with the service and that the provider would be taking on the comments from the audit following an update in the providers systems.</p>	Principal

	<p>Space Management – 2 medium priorities The Principal confirmed that the Corporation had recently discussed the usage of the college outside of hours and that this was being looked at as part of a larger estates strategy going forward by SLT and Corporation.</p> <p>Strategic Planning – 1 medium priority The Principal confirmed that deadlines would be contained in the revised Strategic Plan by December 2011.</p> <p>Transport – None The Principal reported that transport was part of an accommodation strategy.</p> <p>The Committee thanked MacIntyre Hudson for their report and asked the Principal to pass on thanks to all his team involved.</p>	
7.	<p>Internal Audit Annual Report 2010/11</p> <p>Ms Olson reported on the Annual Report and confirmed that although two extra days had used (27 rather than 25) by MacIntyre Hudson, that these would not be charged for. Ms Olson also confirmed that the self assessment form had been completed, which the Committee confirmed they would review later in the meeting.</p> <p>The Committee noted the opinion given by MacIntyre Hudson in respect of the report which has been reproduced in the minutes.</p> <p>“We are satisfied that sufficient internal audit work had been undertaken to allow us to draw a reasonable conclusion as to the adequacy and effectiveness of the college’s risk management, control and governance processes. In our opinion Bilborough College has adequate and effective management, control and governance processes to manage its achievement of the college’s objectives.”</p> <p>It was RESOLVED to recommend the Internal Audit Report 2010/11 to Corporation.</p>	
	AUDITOR RECOMMENDATIONS	
8.	<p>Report from Management on implementation of Auditors’ Recommendations</p> <p>The Director of Finance reported that the two items in relation to Personnel Management were on-going. The Clerk confirmed that the items in relation to Moodle had been put in place. In terms of International Students, the admission procedures had been put in the revised College Financial Procedures and new credit notes had been created. The Director of Finance confirmed that a review of the Leavers Form had been undertaken and that it was still appropriate. Members noted that generally, debt recovery was improving.</p> <p>The Committee asked that for future meetings, that the response from management on the update of recommendations should also include the original recommendation together with the deadline that was set.</p>	

GOVERNANCE ITEMS		
11.	Bribery Act The Director of Finance confirmed that the College's Financial Procedures and Regulations had been updated in line with the new Act and would be reviewed by EP&F Committee at their next meeting. He confirmed that a copy would be sent to Audit members for information.	Dir of Fin
12.	Governors to Meet with Auditors without Management Present Due to the External & Internal Auditors leaving earlier in the meeting, the Clerk was asked to ascertain whether there was anything that the Auditors wished to raise without management being present.	Clerk
13.	Self-Review of Meeting The meeting agreed that the meeting had run relatively smoothly in terms of usage of the computers and that they wished to pursue for a further year.	
14.	Date of Next Meeting The next meeting was agreed as Monday 12 th September 2011 at 5.30pm.	
15.	Confidentiality of Business Members agreed that there were no 'confidential' items of business.	

The meeting closed at 7.45 p.m.

Chair