

## Audit Committee

### Minutes of the meeting held on Wednesday 15<sup>th</sup> June 2022

Present: Steve Cook, Dr Geetha Karunanayake, Cllr Denise Thompson

In attendance: Robert Haworth (Governor), Katy Hind (Smailes Goldie), Gary Parkinson (College Business Manager), Colin Peaks (Principal), Laura Revill (Human Resources and Deputy Finance Manager), Laura Skarratt (Clerk) and Luke Taylor (Smailes Goldie)

#### **38. Apologies for absence** (agenda item 1)

*Resolved:* Apologies were received from Stephen Brown and Amanda Fenton.

#### **39. Declarations of interest** (agenda item 2)

*Resolved:* No declarations of interest were received.

#### **40. Minutes of the previous meetings:** 10 March 2022 (agenda item 3)

*Resolved:* The minutes of the meetings held on 10 March 2022 were received and confirmed, the chair was authorised to sign.

#### **41. Matters arising from the minutes / action schedule (if applicable)** (agenda item 4)

<b>Min. no.</b>	<b>Title</b>	<b>Action by</b>	<b>Action</b>	<b>Update</b>
28	Matters Arising	Committee Chair/ Clerk	CLA Lead update to be brought to Corporation for endorsement.	Complete.
29	Audit Committee Commissioned Business	Business Manager	Contact WorkNest for confirmation of the ISO45001 standard. Provide update to Chair and Governor Stephen Brown.	To be covered under AI 7.
31	Risk Register and Board Assurance Framework	Principal	Update the register to reflect the risks discussed and agreed by the Committee (T-Level employer provision)	Complete.
31	Risk Register and Board Assurance Framework	Clerk	Add T Level Update / discussion to the agenda for the June Audit meeting.	To be discussed under AI 9. Also added to the ACoB for 2022/23 to be approved under AI 12.

32	Appointment Process of External Auditor and Tender Document	Business Manager	Document to be updated to reflect the agreed changes.	Complete.
33	Financial Controls Self-Assessment	Business Manager	Amendment to document as agreed (typo).	Complete.
34	Policies	Principal / Clerk	Amendments to the Confidential Reporting Code and Policy as agreed.	Complete.

*Resolved:* The matters arising were received.

#### **42. Written Resolution** (agenda item 5)

The Clerk summarised the paper, outlining that the Audit Committee was asked to make a recommendation to the Corporation via written resolution on the appointment of Smailes Goldie as external auditors from 2021/22. The written resolution was sent to members on the 25<sup>th</sup> April 2022 and was approved by the majority of members on the 2<sup>nd</sup> May 2022. The outcome was shared by email with the member and the recommendation was received by the Corporation at the Strategy Meeting on the 10<sup>th</sup> May 2022, and approved.

*Resolved:* The written resolution was received.

#### **43. External Audit Plan for the Year Ended 31 July 2022** (agenda item 6)

It was agreed that minute 43 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year **(SEE SECTION B)**.

#### **44. Audit Committee Commissioned Business: Update** (agenda item 7)

It was agreed that minute 44 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year **(SEE SECTION B)**.

#### **45. Rolling Implementation of Audit Recommendations** (agenda item 8)

The Business Manager confirmed that there are no outstanding actions or updates at present.

*Resolved:* *The Rolling Implementation of Audit Recommendations update was received.*

#### **46. T Levels update** (agenda item 9)

It was agreed that minute 46 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year **(SEE SECTION B)**.

#### **47. Risk Register 2021-22 and Board Assurance Framework** (agenda item 10)

It was agreed that minute 47 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year **(SEE SECTION B)**.

#### **48. Audit Committee Terms of Reference** (agenda item 11)

The Clerk outlined the Audit Committee Terms of Reference paper, noting that the last review was complete by the committee in 2021. Compliance against the ACoP 2022 requirements has been completed by the Clerk and no changes are recommended by the Clerk.

**Recommended:** The Audit Committee Terms of Reference are recommended to the Corporation for approval.

#### **49. Proposed Annual Cycle of Business for 2022-23** (agenda item 12)

The Clerk presented the proposed ACoB for 2022/23 noting the inclusion of the T Level updates to the agenda for each meeting. She advised that whilst the ACoB provides a schedule to ensure that all the responsibilities of the committee are met, it is a working document and there is some flexibility to include additional items or make changes as required.

The Principal also sought confirmation from the members that the meeting times are suitable, noting that previously the Audit Committee meetings were held at lunchtime, but were moved to the afternoon in line with the other Corporation meetings to make attendance easier. The Chair and members agreed to the schedule and timings of meetings for 2022/23.

**Recommended:** The proposed Annual Cycle Of Business for 2022-23 was recommended to the Corporation for approval.

#### **50. Annual Committee Self-Assessment for 2021-22** (agenda item 13)

The committee completed the self-assessment exercise as a group and noted the following comments:

- Whilst the vacancy within the committee has not impacted upon the discharge of duties, it has meant an uneven workload for members to complete scrutiny visits. New membership will improve the balance of the workload for members.
- Reports can be lengthy, however the level of detail is required so no change is sought.
- The committee is chaired well – the discussion and flow of the meeting is good, and the meetings are kept to time.

*Resolved:* The Annual Committee Self-Assessment for 2021-22 was completed.

#### **51. Any other business** (agenda item 14)

It was agreed that minute 51 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year **(SEE SECTION B)**.

#### **52. Confidential Items** (agenda item 15)

*Resolved:* It was agreed that minutes 43,44,45,46,47 and 51 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government and associated reports are therefore not available for circulation to the public, college staff or students (excluding senior post holders).

**53. Date of next meeting** (agenda item 16)

*Resolved:* The next meeting of the Audit Committee will be held on the 16<sup>TH</sup> November 2022 (tbc)

**Action schedule:**

<b>Min. no.</b>	<b>Title</b>	<b>Action by</b>	<b>Action</b>
47	Risk Register 2021-22	Business Manager /Principal	Update to the committee on the ONS review of the classification of Sixth Form and FE Colleges.
51	Any Other Business	Business Manager / Principal	Updates from the ESFA 16-19 Tuition Fund Audit and T Level Audits to be brought to the committee.

**Audit Committee**

**Confidential Minutes of the meeting held on Wednesday 15<sup>th</sup> June 2022**

*It was agreed that the following minutes should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government and associated reports are therefore not available for circulation to the public, college staff or students (excluding senior post holders).*

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