

MINUTES

Minutes of the Audit and Risk Committee meeting held on Thursday 12 September 2019 at 3.30pm in the Carnegie Conference Centre, Dunfermline.

Present: Susan Mitchell (Chair), Bob Black

Apologies: Tony Martin, Bryan Poole

In Attendance: Hugh Hall (Principal), Marianne Philp, David Eardley (Scott Moncrieff), Rachel Wynne (Ernst & Young)

1 Welcome

The Chair welcomed those present to the meeting. Members were advised that Ross Taylor had stepped down from the Board and from this Committee.

It was noted that a quorum had not been reached, therefore any decisions taken would require to be homologated as indicated in the minutes under the relevant items.

2 Minutes of the Previous Meeting: 6 June 2019

The minutes of the previous meeting were approved as an accurate record.

3 Matters Arising / Actions Outstanding

The contents of the paper that had been circulated were noted.

Item 1: It was agreed to change the deadline for completion to 31 October 2019. All members were requested to adhere to this deadline.

Item 4: It was noted that the shared vision document had been circulated as agreed. It was confirmed that this continued to be refined in light of the recent funding decision and to take account of other changes. A brief update was given on the interim support being provided to Woodmill High School as a result of the fire, and the impact this would have on developing the vision and moving forward the new campus project.

There was also a discussion about College provision in the East Neuk of Fife. The Principal confirmed that provision is mainly at Bell Baxter High School a mini prospectus was available for areas such as this and Levenmouth.

Item 8: Members expressed a view that the work on assurance mapping should continue. They accepted the timescale of March 2020 for a substantive update to the Committee (due to annual accounts sign off in November 2019) and suggested that they receive the information gathered from Managers by email around the time the November papers are set out to give reassurance of progress.

Decision: To circulate the information gathered from Managers by email to Committee members for information.

Responsibility: Chief Financial Officer

Deadline: 21 November 2019

4 Internal Audit

4.1 Update on Internal Audit Actions: exception report

The contents of the paper that had been circulated were noted. It was highlighted that a total of 30 recommendations had been made over the past year, with only 8 of these falling due. Of these, 6 were complete and 2 were partially complete. The internal auditors confirmed that they were comfortable with the position.

4.2 Internal Audit Annual Report

The contents of the report that had been circulated were noted. Attention was drawn to page 20 of the Boardpack where the overall opinion indicated that reasonable assurance could be given that there were no major weaknesses in the whole system of internal control.

5 Health and Safety Compliance Audit

The contents of the paper that had been circulated were noted. It was noted that this report would primarily fall under the remit of the Health and Safety and Human Resources Committee. It was suggested that, once the assurance mapping exercise was further developed, there may be no need for reports to be circulated to this Audit and Risk Committee as the assurances would be given within that paperwork. It was noted that the recommendations would be converted into an action plan and taken forward as appropriate.

6 Response to Letter from External Auditor

The contents of the paper that had been circulated were noted. The draft letter was approved by members.

Decision: To sign the letter and send to the external auditor.

Responsibility: Chair

Deadline: 19 September 2019

7 2017-18 Institutional Effectiveness Return

The contents of the paper that had been circulated were noted. Committee members were pleased to note the efficiencies identified achieved in excess of 7%, which was well above the 3% target set by Scottish Ministers.

8 Strategic Risk Register 2019-20

The contents of the paper that had been circulated were noted. The changes as outlined in the paper were approved. Committee members suggested that risks dropping below a certain



Fife College

level should drop off the strategic risk register when they had been reported once, for example risk 6.

Decision: To recommend approval of the Risk Register 2019-20 to the Board of Governors.

Responsibility: Chief Financial Officer

Deadline: 23 October 2019

9 Annual Update Reports

9.1 Whistleblowing

9.2 Fraud Prevention Policy and Response Plan: Register of Losses

It was noted that there were nil returns for both reports for 2018-19.

10 Self-Evaluation 2018-19: Feedback

The contents of the paper that had been circulated were noted. It was noted that some comments made were no longer relevant.

Decision: To circulate Audit Scotland Technical updates and any relevant publications or updates via links/email to Committee members.

Responsibility: Director: Governance and Compliance

Deadline: 21 November 2019

11 Date of Next Meeting

Thursday 21 November 2019 at 1.30pm within the Carnegie Conference Centre, Dunfermline