

MINUTES OF THE AUDIT COMMITTEE MEETING
HELD ON WEDNESDAY 23 SEPTEMBER 2009

PRESENT:

J Rogers [Chair] M Dacey S Harries

APOLOGIES FOR ABSENCE:

J Hehir C Jones M Thomas P Jones

SUBSTITUTES:

J Tyler

IN ATTENDANCE:

R Larcher G Atherton [AC09/10: 010]
K Holley
M Gardiner (Grant Thornton)
B Langford (Grant Thornton)

PART I – NON CONFIDENTIAL ITEMS

AC09/10: 001

DECLARATIONS OF INTEREST

**ACTION &
TIMESCALE**

Noted [i]: The Chair, Cllr. John Rogers, informed the Committee of the fact that his son-in-law is a member of the College staff. No conflict of interest arose from this.

AC09/10: 002

MINUTES [PART I]

Noted [i]: The contents of the minutes of the meeting of the Audit Committee [Part I] held on 10.06.09 were approved as a true and fair record.

AC09/10: 003

MATTERS ARISING

Noted [ii]: Matters arising from minutes, reference AC08/09: 034, Resolution [vi]; the Committee noted the comments of K Holley, Vice Principal: Finance & Information Systems and expressed their pleasure that their concerns have now been resolved and improvements are now being seen.

Noted [iii]: Matters arising from minutes, reference AC08/09: 037, Resolution [ii]; this item has been referred to Part II Confidential Items: Business.

Noted [i]: K Holley, Vice Principal: Finance & Information Systems, informed the Committee of the need to prepare the return of procurement savings prior to the next Audit Committee meeting.

Resolved [i]: The Committee resolved and approved the submission of the Procurement Savings Report and requested that the completed statement containing savings made be brought to the next meeting of the Audit Committee.

**VP:FIS
09.12.09**

Noted [i]: Ben Langford and Martin Gardiner of Grant Thornton then joined the meeting.

Noted [ii]: The contents of the Summary Internal Audit Update Report presented and dated 23.09.09. Also the comments of K Holley, Vice Principal: Finance & Information Systems, in response to the contents.

Noted [iii]: In particular the Committee noted that of the 14 Internal Audit Reports presented at this meeting both the design effectiveness and the operational effectiveness of all reports is positive.

Noted [iv]: The following points were noted:

Corporation Governance & Risk Management:

- That a Risk Management Group is to be incorporated into the Finance Directorate;
- The authorisation and review procedures as recommended by Grant Thornton have now been implemented;
- Investigations into software solutions to reviewing of hours claimed by part time lecturers have been shelved due to prohibitive cost;
- That the Audit Committee should write to all Heads of School reminding them that all part time claims should be checked for accuracy prior to authorisation

Procurement:

- The Financial Regulations state that delivery notes should be marked "Not Checked". Electronic signature pads for deliveries can cause problems in relation to this recommendation;
- Approved supplier processes are now much tighter;

Core Financial Systems:

- New Financial Policy procedures documents are being submitted to Finance & General Purposes Committee on 30.09.09;
- Newly appointed Procurement Officer is currently reviewing the supplier master file.
- One to one meetings are to be established with budget holders to ensure effective monitoring of performance against budget.
- Current check being undertaken on data held on individual local PC's.

Data Protection/Freedom of Information Acts:

- Data Protection Act and Freedom of Information Act policies are written and awaiting scheduling before Corporation Committees.

Site Security:

- The need to produce a security strategy which should include risks, plans and timetables to achieve.
- That the register of crimes should be formalised. The Committee noted that an electronic database is to be set up allowing access and the ability to update by all Estates Department staff.

Human Resources:

- The necessity for staff attending development sessions to ensure evaluation forms are completed and returned as both a matter of record and a matter of assessment of external training providers.

Noted [v]: Of the three outstanding recommendations, all three are now being reacted to and are in the process of being effected.

<u>Resolved [i]:</u> Site Security Strategy to be brought to the Finance & General Purposes Committee in December 2009.	F&E MGR 31.12.09
<u>Resolved [ii]:</u> That the Crimes Database be set up by the end of 2009.	F&E MGR 31.12.09
<u>Resolved [iii]:</u> Principal to write to all staff to remind them of the necessity to complete evaluation forms when attending development sessions.	PRINC 09.10.09
<u>Resolved [iv]:</u> The Clerk, on behalf of the Audit Committee to write to all Heads of School reminding them of their responsibility to check part time claim forms for accuracy prior to authorising them for payment	CLERK 07.10.09

Noted [i]: The contents of the Report were noted by the Committee while B Langford and M Gardiner of Grant Thornton highlighted the fact that the Report remains an excepted Report as noted in 3.3 of the Annual Internal Audit Report.

Noted [ii]: The assurance of K Holley, Vice Principal: Finance & Information Systems that the excepted issues were now being addressed and that staff and processes had now changed.

Noted [iii]: The Chairman thanked B Langford and M Gardiner for the attendance at the Committee meeting, expressing sadness that the business relationship with Grant Thornton was now ending but thanking the individuals for attending and contributing to the meeting today. B Langford and M Gardiner then left the meeting.

Resolved [i]: That Grant Thornton finalise the draft Annual Internal Audit Report and represent as a final Report.

**INTERNAL
AUDITORS
09.10.09**

Resolved [ii]: The final approved Annual Internal Audit Report be forwarded on to the Corporation Board meeting for information.

**VP:FIS &
CLERK
04.11.2009**

SIGNED BY COMMITTEE CHAIRPERSON

Signature:

Date:.....