

AM304 WELCOME

The auditors re-joined the meeting at this point following consideration of agenda item AM303.

The Chair welcomed everyone to the last meeting of the Committee before the Christmas holidays.

AM305 DECLARATION OF INTERESTS

John McMillan and David Alexander declared an interest as Trustees of West College Scotland Foundation. David Alexander declared an interest as a Board member of the Scottish Funding Council and as Chair of the Scottish Funding Council Audit and Compliance Committee. Stephen Vere declared an interest as a Director of C3 Investments in Ayrshire College Education Limited.

AM306 MINUTES

The minutes of the meeting held on 7 September 2017 were approved.

AM307 ACTIONS FROM THE MINUTES

The Committee noted a report on the actions taken since the last meeting and particularly the following:

- .1 Corporate Dashboard of Performance Measures** – The Director of Finance and Estates informed the Committee that the Vice Principal Corporate Development was leading on the creation of the College's Corporate Dashboard and planned to present a paper to a future meeting of the Board.
- .2 Whistleblowing Policy and Procedure** – The Vice Principal Operations informed the Committee that the Whistleblowing Policy and Procedure has been made available on the College intranet.
- .3 Fraud and Corruption Policy** – The Committee noted that the Secretary to the Committee had issued all Board members with a copy of the College's Fraud and Corruption Policy at the October 2017 meeting.

AM308 JOINT AUDIT, FINANCE AND GENERAL PURPOSES COMMITTEE

The Committee approved the minutes of the Joint Audit, Finance and General Purposes Committee held on 21 November 2017.

AM309 UPDATES TO GOVERNANCE

The Chair presented the Articles of Governance, Scheme of Delegation and Standing Orders to the Committee in the Secretary's absence. The Committee **agreed** that the final Standing Orders should remove the

words “*shall be called by a summons*” (13.3) and replaced with “*shall be invited*”. The Committee **agreed** that the documents would be reviewed every three years, or whenever there was a significant change in circumstances that would necessitate an earlier review. Other than the one change to the wording, the papers were accepted in their entirety and the Committee agreed that they would be presented to the Board of Management meeting in February 2018. **[Action: GMcA]**

AM310 INTERNAL AUDIT REPORT: HEALTH AND SAFETY

The Internal Auditors presented the findings and recommendations from their review of the College’s health and safety arrangements to the Committee. The Committee welcomed the positive report, which acknowledged “*the generally robust controls in place to ensure health and safety*”, and noted that the Internal Auditors had identified 6 low-level recommendations. The Director of Finance and Estates told the Committee that work was already underway to progress these actions. The Committee **approved** the contents of the report and agreed that the 6 recommendations should be added to the Rolling Audit Plan.

[Action: AR]

AM311 INTERNAL AUDIT REPORT: IT SECURITY HEALTH CHECK

The Internal Auditors informed the Committee of the Scottish Government’s recently published Cyber Resilience Action Plan and explained what key actions were required of public sector organisations including the College. The Committee **approved** the report and noted the six recommendations arising. The Committee **agreed** that these recommendations, along with the management responses, be added to the Rolling Audit Action Plan for future monitoring.

[Action: AR]

AM312 INTERNAL AUDIT PROGRESS REPORT

The Internal Auditors presented a report of 2017/18 audit activity undertaken since the previous Audit Committee meeting in September. The Committee was informed that the Internal Auditors had completed a review of health and safety and an IT security health check in the period to December 2017, and that audits of payroll and expenses, procurement and tendering were still to take place.

AM313 ROLLING AUDIT ACTION PLAN

The Director of Finance and Estates presented an update on the status of the recommendations made by both the Internal and External Auditors for the Committee’s information. The Committee **approved** the Rolling Audit Action Plan and the requested extensions to four of the anticipated dates of completion.

AM314 REVIEW OF RECENT COURT JUDGEMENTS – GOOD GOVERNANCE STEERING GROUP – CLYDE COLLEGE

The Committee noted the summary of the Laverie v The Scottish Ministers Decision ruling and its implications for the Code of Good Governance for Scotland's Colleges.

AM315 RISK MANAGEMENT STRATEGY AND STRATEGIC RISK REGISTER

The Director of Finance and Estates provided overview of implementation of the Risk Management Strategy and presented an updated version of the Strategy and Strategic Risk Register for the Committee's review. The Committee noted that Risk 11 (the failure to maintain or acquire and use IT systems and infrastructure to support strategic improvement in business and learning processes) had been given an increased risk rating following outcomes from the recent internal audit. The Committee also noted that the proposed amendments to the Risk Management Strategy were of a minor nature and this would be presented to the Board of Management again during 2018/19 in accordance with the 3 year review period. The Audit Committee **approved** the Risk Management Strategy and the Strategic Risk Register.

AM316 REGISTER OF INTERESTS FOR BOARD AND COMMITTEE MEMBERS

The Committee noted the updated Register of Interests for Board and Committee Members.

AM317 SCHEDULE OF BUSINESS 2017/18

The Committee noted its Schedule of Business 2017/18.

AM318 NEXT MEETINGS

The Committee noted that it will next meet on Thursday 8 March 2018 at 4.00pm at the Paisley campus.