

**West College Scotland**

**Audit & Risk Committee**

**Minute of Meeting held on Wednesday 12 March 2025, via Teams**

<b>Present:</b>	R Leitch [RL] (Chair)	<b>In</b>	N Connelly, Director of Finance & Estates [NC]
	T Dillon [TD]	<b>Attendance:</b>	L Connolly, Principal [LC]
	B Logan [BL], Cooptee		A Cowan, Wylie & Bisset (Int Auditor) [AC]
			D Lees, Vice Principal Operations [DL]
			B Stobbs, Director IT & Digital [BS]
			J Scott [JS], Non-Executive Board Member
			S McDonald, Governance Manager [SM] (Minutes)
			C Earnshaw [CE], Procurement Manager (Item AR822)

**AR818 Welcome & Apologies**

Audrey Cowan (AC), WBG and Claire Earnshaw (CE), Procurement Manager, joined the meeting. Apologies were noted from J Russell.

The Chair welcomed everyone to the meeting and round table introductions were given.

**AR819 Declaration of Interests**

The standing declarations of interests of members, as available on the Register of Interests on the College website, were noted as current.

**AR820 Minute of Meeting held on 11 September 2024 and the Joint Meeting of ARC and CDC held on 19 November 2024**

The minutes of both meetings were **approved** as an accurate record of discussions.

**AR821 Actions from the Minute and other Matters Arising**

The Committee **noted** the update on the actions since the last meeting and **agreed** that the completed actions could now be removed.

NC suggested that the Head of Finance attend the next meeting to introduce the work of the Management Accounts Team.

**Action: NC**

**AR822 Introduction and Presentation by Procurement Team**

CE, who is employed by APUC and based at the College's Paisley Campus, gave an informative presentation on the work of the Procurement Team, which includes: the setting up of new contracts; contract and supplier management; catalogue management; spend and compliance analysis and overall reporting.

The Committee noted the savings achieved over the last year of over £500k with the setting up of contracts, as well as community and sustainability benefits achieved. CE advised that training was being rolled out to staff to ensure the correct use of the purchasing system including the use of recognised and approved suppliers. High spend areas were also being identified to carry out competitive exercises.

NC noted that the work being undertaken by the procurement team was part of a full project covering all aspects of budget controls to ensure all spends were as efficient as possible and lessons learned were being taken forward to build into any future change initiatives.

The Committee **noted** and thanked CE for the informative presentation and ongoing work to achieve best value for money.

#### **AR824 Process for the Annual Review of the Committee and the Internal Auditors**

SM spoke to the paper providing the procedure for the annual effectiveness review of the committee and the internal auditors,

The Committee **approved** the process for the annual review and the questionnaires to be issued.

#### **AR831 National Fraud Initiative**

NC spoke to the paper submitted. She advised that the requested files had been submitted for the initiative. The matches related to the files would be returned in April 2025. She noted the current actions and the next steps.

The Committee **noted** the information provided and looked forward to further information on the outputs.

NB: It was noted that the two appendices to this paper had been attached in error.

#### **AR832 IT Re-Shaping / Information Security Officer**

BS spoke to the paper providing giving the Committee an update in relation to the IT Team re-shaping project. He advised that the final report, including job descriptions and evaluations, had now been submitted to SMT. He advised that the re-shaping of the team was to better meet demands which included a focus on Cyber Security.

DL noted the IT team moving to a more dynamic approach around business intelligence and the significance of data required going forward with particular reference to the SOFT programmes.

The Committee **noted** the excellent paper and the clear and concise approach being taken.

#### **AR833 Schedule of Business**

The Audit & Risk Committee **noted** the proposed future Schedule of Business that would be submitted to each meeting for review and update if required.

**AR834 Any Other Business**

No other business raised at the meeting

**AR835 Date of Next Meeting:**

The next meeting will take place on Tuesday 28 May 2025 at 4pm via Teams.

The Chair thanked everyone for their contributions to the meeting and the useful discussions on some very challenging areas.

With no further business raised, the Chair closed the meeting.

approved