

**West College Scotland**  
**Audit & Risk Committee**

**Minute of Meeting held on Tuesday 16 September 2025, via Teams**

<p><b>Present:</b> R Leitch [RL] (Chair) T Dillon [TD] J Russell [JR]</p>	<p><b>In Attendance:</b> A Campbell, Principal [AC] N Connelly, Vice Principal Operations [NC] M Doyle, Director of Finance &amp; Estates [MD] S Pringle, WBG, (Int Auditor) [SP] J Rafferty, Director of People &amp; OD [JRaf] B Stobbs, Director IT &amp; Digital [BS] S McDonald, Governance Manager [SM] (Minutes)</p>
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<b>AR860</b>	<p><b>Welcome &amp; Apologies</b></p> <p>Apologies were noted from C Brown and A Kolodziej, Azets, and B Logan [BL], Cooptee</p> <p>The Chair welcomed everyone to the meeting, particularly to AC and MD who were attending their first meeting of the Committee.</p>
<b>AR861</b>	<p><b>Declaration of Interests</b></p> <p>The standing declarations of interests of members, as available on the Register of Interests on the College website, were noted as current.</p>
<b>AR862</b>	<p><b>Minute of Meeting held on 28 May 2025</b></p> <p>The minute of the meeting held on 28 May 2025 was <b>approved</b> as an accurate record of discussions.</p>
<b>AR863</b>	<p><b>Actions from the Minute and other Matters Arising</b></p> <p>Action AR856 Updated Organisational Change Policy to be distributed to Members. <b>Action JRaf</b></p> <p>The Committee <b>noted</b> the update on the actions since the last meeting and <b>agreed</b> that all completed actions could now be removed.</p>
<b>AR864</b>	<p><b>Remit, Membership &amp; Dates of Meeting 2025/2026</b></p> <p>The Committee discussed the revised remit. Sentence to be added to make clear that the Principal is not a Member of the Committee, however, can attend meetings to provide information or updates or support discussion. <span style="float: right;"><b>Action: SMc</b></span></p> <p>Link to CDN online audit course to be sent to Members. <span style="float: right;"><b>Action: SMc</b></span></p>

	<p>Subject to the amendment noted above, the Committee <b>approved</b> the revised Remit to recommend to the Board for final approval. Membership and dates of meeting for 2025/2026 were also noted.</p>
<p><b>AR868</b></p>	<p><b>Policies: Public once Approved</b></p> <p>Having taken the policies distributed as read, the following was noted:</p> <p><b>.1 Risk Management Framework</b></p> <p>NC advised that the Policy has now been updated to a Framework and has undergone a comprehensive review to ensure it clearly sets out the College’s approach to identifying, assessing, and mitigating potential risks. It establishes a structured and systematic process for managing risk, with defined plans in place to minimise potential impacts. Following a recent audit recommendation, a section on ‘risk escalation process’ has been added.</p> <p>The Committee <b>agreed</b> the Risk Management Framework and <b>recommended</b> to the Board for approval.</p> <p><b>.2 Hospitality &amp; Gifts</b></p> <p>NC advised that the Hospitality, Gifts &amp; Benefits Policy has undergone a comprehensive review to ensure it provides clear and consistent guidance to Board Members, staff, volunteers, and representatives of the College regarding the acceptance and offering of gifts and hospitality. The policy is designed to uphold the College’s values, meet legal obligations, and reflect stakeholder expectations.</p> <p>The Chair questioned the £25 value limit noted and if this should be increased based on current inflation. NC to seek further guidance on the amount to be noted. <b>Action: NC</b></p> <p>Subject to the above comment, the Committee <b>agreed</b> the Hospitality &amp; Gifts Policy and <b>recommends</b> to the Board for approval.</p> <p><b>.3 Anti- Fraud &amp; Corruption Policy</b></p> <p>MD advised that the Anti-Fraud and Corruption Policy has undergone a comprehensive review. The main change is alignment of the Policy with the <i>Code of Good Governance for Scotland’s Colleges</i>. This strengthens the Policy’s governance framework and reinforces the College’s commitment to transparency, accountability, and sector-wide best practice.</p> <p>The Committee <b>approved</b> the Anti-Fraud &amp; Corruption Policy.</p> <p><b>.4 Public Interest Disclosure</b></p> <p>JRaf advised that the review of the Public Interest Disclosure has included updating of contacts. Following a recent audit recommendation, a whistleblowing form has been made available on the intranet and details have been added to the policy.</p>

	<p>The Committee <b>agreed</b> the Public Interest Disclosure Policy and <b>recommends</b> to the Board for approval.</p> <p><b>.5 Health &amp; Safety</b></p> <p>JRaf advised that the review of the Health &amp; Safety Policy has included clarity of roles and responsibilities and how to raise issues. He further noted that a site for Health &amp; Safety tasks has been set up on the college intranet. The following comments were received:</p> <ul style="list-style-type: none"> <li>• Formatting and flow needs further review.</li> <li>• 2.1 mentions 'Scope' but no area titled in document.</li> <li>• 3.3 First Aid – method and expectations need to be made more explicit on accident and near miss reporting</li> <li>• Number to call for help is highlighted on intranet and should be incorporated in policy.</li> </ul> <p>The Committee <b>noted</b> that further work was required on the Health &amp; Safety Policy before it can be recommended to the Board for approval. <b>Action: JRaf</b></p>
<b>AR877</b>	<p><b>Schedule of Business</b></p> <p>The Committee <b>noted</b> the proposed future Schedule of Business that would be submitted to each meeting for review and update if required.</p>
<b>AR878</b>	<p><b>AOCB</b></p> <p>As agreed by the Board to delay the launch of the Corporate Strategy to the Nov/Dec meeting cycle, it was requested that the internal audit of Corporate Strategy be put back until 2026/2027. Following the Committee agreement, NC to discuss with SP on replacement audit for this year <b>Action: NC</b></p>
<b>AR879</b>	<p><b>Dates of Meetings 2025/2026</b></p> <p>The dates of the meetings scheduled in 2025/2026 were noted, with the next meeting being the Joint meeting with Corporate Development Committee being held on 2 December 2025 at 4pm via Teams.</p> <p>The Chair thanked everyone for their contributions to the meeting and the useful discussions on some very challenging areas.</p> <p>With no further business raised, the Chair closed the meeting.</p>