
Audit and Assurance Committee Meeting

Date of Meeting	Tuesday 31 May 2022
Paper Title	Updates from Assigned College Audit Committees
Agenda Item	15
Paper Number	AAC4-J
Responsible Officer	Martin Boyle, Executive Director
Status	Disclosable
Action	For noting

1. Executive Summary

1.1 Consider updates on key items of business undertaken by the audit committees of the assigned colleges.

2. Recommendations

2.1 The Committee is invited to **note** this report and the audit updates provided by the assigned Glasgow colleges.

3. Background

- 3.1** The Committee receives updates from the audit committees of the assigned colleges on key matters considered at each of their meetings, in order to support identification of opportunities for cross-region collaboration in areas of shared interest.
- 3.2** There is no report from City of Glasgow College as they have not had a meeting of their Audit Committee since the last update was provided.
- 3.3** Members should also note that the attached report, and an update from this meeting of the GCRB Audit and Assurance Committee, is provided to the College Audit Committees.

4. Risk and compliance implications, financial and resources implications, equalities implications and learner implications

- 4.1** Other than as reported, there are no specific aspects to be considered under these headings.

**Update from Assigned College Audit Committees
Glasgow Kelvin College Audit & Risk Committee 17 May 2022**

Please note agenda and all papers are published on the College web site 1 week after the meeting date except where they need to be withheld from the public domain.

Topic of Discussion	Summary and Outcome of Discussion	Impact on GCRB (if any)
Statutory Accounting Policies	Members reviewed the Statutory Accounting Policies and approved the Statutory Accounting Policies for the 2021/22 Annual Statutory Accounts.	Provides GCRB with assurance that key documents are reviewed and implemented as incorrect interpretation could negatively impact on the Statutory Accounts. However, this risk is mitigated by experienced Finance staff and ongoing discussion and review by the external auditors.
Internal Audit Reports	<p><u>Publicity and Communications</u> Members noted the extremely positive report that had been graded 'good' with only one minor recommendation.</p> <p><u>Data Protection</u> Members noted another extremely positive report that had been graded 'good' with no recommendations.</p>	Provides GCRB with assurance of the receipt of positive audit reports.
Internal Audit Report 2021-22 and Audit Action Plan	<p><u>Internal Audit Report – 2021-22</u> The above report summarised the various internal audit reports presented to the Committee throughout the academic year 2021-22 and which ones had been delayed (in terms of reporting) or delayed to the next Academic Year.</p> <p>Members noted the audits conducted so far were positive.</p>	Provides GCRB with assurance of College monitoring of internal audit reports, audit recommendations and reporting back of same.

	<p><u>Audit Action Plan</u> Summary of the Audit Action Plan was as follows:</p> <ul style="list-style-type: none"> • 0 high grade recommendations outstanding, • 0 medium grade recommendation outstanding; and • 3 low grade recommendations outstanding. <p>Members were informed that the College had closed off the medium grade recommendation and were currently working through the three low grade ones that were outstanding.</p>	
Risk Management Update	<p>Members received a comprehensive update on all matters affecting risk across the College including Risk Management Activities/Review, Fire Risk Assessment, Cladding, Chemical Leak at Springburn, Vandalism at East End Campus, Insurance Conference, Student Experience/Performance Indicator Data, Budget Cuts for 2022/25, SFC In year Redistribution of Credit Activity AY 2021/21, Land at Springburn, Risk Management Committee and GKC and Rostov on Don). The Risk register was reviewed with recent changes denoted in red text for member ease. Other suggested changes would be discussed with the Risk Management Committee.</p>	<p>Provides GCRB with notification of the various risks that the College is considering and assurance that Audit and Risk Committee members are receiving sight of this documentation and the Risk Management Committee members have been fully involved in all risk considerations. All papers available to the Audit and Risk Committee members.</p>
Corporate Governance Update	<p>Members received a corporate governance update in relation to the following areas i.e. Data Protection Audit, Business Continuity – Tabletop Exercise, Springburn Train Station Regeneration/Access to Springburn Railway Station and Standards Commission’s Guidance on Revised Model Code of Conduct).</p>	<p>Provides GCRB with assurance of College governance operations and other considerations being made in this arena.</p>
Internal Audit Contract Extension	<p>Members agreed that given the quality of service received from Henderson Loggie and the firm’s expertise in the College sector, members of the Audit and Risk Committee approved the extension of the Henderson Loggie Internal Audit Contract to 31 July 2024.</p>	<p>Provides GCRB with assurance that the College is maintaining internal audit standards.</p>

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Update from Assigned College Audit Committees

College: Glasgow Clyde College

Date of Meeting: 25 May 2022

Topic of Discussion	Summary and Outcome of Discussion	Impact on GCRB (if any)
Internal Audit Plan 2021/22 Progress Report	This report provided a summary of the progress against plan for internal audits for 2021/22, showing that all six specific internal audit report areas have been completed and the one remaining report is the annual follow up report which is due in June.	
Internal Audit Report on Business Development	The scope of this internal audit was to consider the risks and procedures in relation to the College's commercial (non-SFC income) activities. The overall level of assurance of the internal audit report was assessed as good and there were no recommendations.	
Internal Audit Business Process Review of Teaching Staff Utilisation	The scope of this area of internal audit work was to conduct a business process review of the systems in place for Teaching Staff Utilisation to identify potential areas of improvement. There were five potential areas of improvement suggested following the business process review and the college provided management responses in relation to the planned progress of each.	
Internal Audit Business Process Review of Space Management/ Room Utilisation	The scope of this area of internal audit work was to conduct a business process review of the systems in place for Teaching Space Management/Room Utilisation to identify potential areas of improvement. There were seven potential areas of improvement suggested following the business	

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	process review and the college provided management responses in relation to the planned progress of each.	
Internal Audit Plan for 2022/23	This paper provided the annual operating plan for the year ended 31 July 2023. This plan is based on the proposed allocation of audit days for 2022/23 as set out in the Internal Audit Strategic Plan 2021 to 2024 which was approved by the Audit Committee at its March meeting.	
College Assurance Framework/ Certificate of Assurance	This paper was a summary of the College Assurance Framework, the College Assurance Mapping and the annual Certificate of Assurance Process. A copy of the College 2021/22 signed Certificate of Assurance was attached to this paper.	The College's signed Certificate of Assurance was submitted to GCRB as part of the annual assurance process.
Approval of Accounting Policies	This was the annual review of accounting policies for approval prior to the external audit process.	
External Audit Planning Memorandum for 2021/22	This report provided the plan from the external auditor, Azets Audit Services, for the forthcoming external audit of the financial year 2021/22, which will be undertaken in October and reported to the Committee in November.	
Review of the College's Information Security Policy	This paper was to bring the updated College's Policy on Information Security to the Committee for approval, as delegated by the Board of Management and as part of the cycle of review of all of the College policies.	
College Strategic Risk Register	This report provided the updated College Strategic Risk Register, which is reported to each Audit Committee. The College is in the process of reviewing its Strategic Risk	

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	Register following a workshop with Committee Chairs, and a revised Register will be brought to a future Committee.	
Sustainability Report/Climate Change Action Plan Update	This paper provided an update to the Committee on the College's Climate Change Action Plan which is being prepared for submission to the Board of Management in June. The two attachments were the College draft action plan and the draft quarterly emissions reporting pack.	The College are working with the regional sustainability officer as part of the Regional Green Team to consider regional activity, plans and carbon literacy training.
Cyber Security Update	This was a report to the Committee on the College's certificate status for Cyber Essentials and Cyber Essentials Plus as part of the six monthly update reports to Committee on Cyber Resilience.	
Fraud Response Plan	This paper provided the Fraud Response Plan to the Committee for its annual review process.	
Internal and External Audit Rolling Action Plan	This paper was the regular update report to Committee on implementation of previous internal and external audit recommendations. This rolling plan is reported to each Committee.	
SFC Publication : Financial Sustainability of Colleges and Universities in Scotland	This was an item on the agenda to submit the recent SFC publication to the Committee for information.	

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Audit Committee Schedule of Work	This was a summary of the Schedule of Work for the Committee which is reported to each meeting.	