

## Audit and Assurance Committee Meeting

Date of Meeting	Tuesday 12 January 2021
Paper Title	Audit and Assurance Committee Annual Report
Agenda Item	16
Paper Number	AAC4-L
Responsible Officer	Jim Godfrey, Finance and Resources Director
Status	Disclosable
Action	For Decision

### 1. Report Purpose

- 1.1. Consider the contents of the Audit Committee's annual report to the Board of GCRB.

### 2. Recommendations

- 2.1. The Committee is invited to:

- **note** and comment on this draft annual report;
- **agree**, subject to any amendment, the priority issues set out in section 7 of the report; and
- **endorse** this report to the GCRB Board at its meeting on 25 January 2021.

### 3. Background

- 3.1. It is recognised good practice for audit committees to produce annual reports to their boards that summarise the main issues addressed by audit committees. This report covers the period for the period October 2019 to December 2020.
- 3.2. The Audit Committee has advisory responsibility for: risk management, internal control, accounting policies, the annual accounts, internal and external audit, anti-fraud policies, whistle-blowing processes, arrangements for special investigations, and the annual reports received from the assigned colleges' heads of internal audit.

#### 4. Membership and meetings

4.1. Over the period under review, the Committee membership has been as follows:

- Paul Buchanan (Chair)
- Edward McGrachan
- Maureen McKenna
- Alastair Milloy

4.2. Representatives from GCRB's internal and external auditors attend meetings of the Committee on a regular basis. The GCRB's Executive Director and Finance and Resources Director also attended meetings. The Chair of GCRB also attended the meeting of the Committee on 5 November 2020 as an observer.

4.3. During the period from January 2020 to December 2020 the committee met on:

- 14 January 2020
- 10 March 2020
- 26 May 2020
- 6 October 2020
- 5 November 2020
- 3 December 2020

4.4. Attendance at the committee meetings was as follows:

<b>Board Member</b>	<b>Meetings Attended/ Meetings in Period</b>
Paul Buchanan	6 of 6
Edward McGrachan	6 of 6
Maureen McKenna	5 of 6
Alastair Milloy	5 of 6

4.5. The average attendance for this period was 92%.

4.6. Throughout the period of the report, membership has included a Non-Executive Board Member with recent, relevant financial experience.

4.7. The gender balance throughout the period of the report has been 25% female: 75% male.

4.8. Meetings were attended as appropriate by reporting officers and by representatives of External and Internal Audit.

4.9. The minutes of Audit Committee meetings are routinely made available to the Board for information and are included as a standing item on the Board's agenda. This provides the Chair, and other members of the Audit Committee, with the opportunity to raise any matters of concern at a full Board meeting.

4.10. The agenda, papers and minutes of meetings are also available on the GCRB website.

4.11. In compliance with the Board’s risk management procedures, the Audit Committee also had an opportunity to identify and discuss any new risk management issues which were consequential to its discussions at each meeting.

**5. Main activities**

5.1. The Committee’s main activities are described below.

***Internal audit***

5.2. MHA Henderson Loggie are GCRB’s internal auditor for the period 2016-17 to 2020-21.

5.3. Based on a comprehensive audit needs analysis process, the Committee recommended to the Board four areas for internal audit in 2019-20. These are listed below with the respective audit findings in terms of overall level of assurance:

<b>Audit Area</b>	<b>Audit Grading</b>
Monitoring of Achievement of Target Student Numbers and Delivery of Enhanced Regional Outcomes	Good
Shared Services	Requires Improvement
Collaborative Training Provision BPR	Satisfactory
Scenario Planning/Risk	Satisfactory

***External audit***

5.4. The External Auditor is responsible for the audit of the GCRB Annual Report and Accounts 2019-20. The Annual Report of the External Auditor will be considered by the Audit Committee at this meeting.

***Risk management Processes***

5.5. At each meeting the Committee receives updates from the most recent meetings of the assigned college audit committees.

***Arrangements for special investigations***

5.6. The Committee conducted no special investigations.

***Annual reports received from the assigned colleges’ heads of internal audit***

5.7. At each meeting the Committee receives updates from the most recent meetings of the assigned college audit committees.

5.8. The assigned colleges also provide GCRB with a copy of the annual report of their audit committee on an annual basis.

***Audit Scotland Reports***

5.9. The Committee considered Audit Scotland reports on Scotland’s colleges and noted the recommendations therein.

## **Committee effectiveness**

**5.10.** The Committee will consider the effectiveness of its own arrangements at the meeting on Tuesday, 12 January 2021.

## **Future work**

**5.11.** The Committee's focus over the next period will be on:

- ensuring that GCRB has in place the appropriate arrangements for assurance, accountability, and internal control for a fully-operational fundable body;
- consideration of detailed internal audit reports; and
- implementation of internal, and external, audit recommendations.

## **6. Risk Analysis**

**6.1.** Consideration and production of annual reports by audit committees is a key part of the arrangements to ensure a proper system of governance and internal control.

## **7. Equalities Implications**

**7.1.** There are no equalities implications arising from this report.

## **8. Legal Implications**

**8.1.** There are no legal implications arising from this report.

## **9. Resource Implications**

**9.1.** There are no specific resource implications arising from this paper.

## **10. Strategic Plan Implications**

**10.1.** Through the conditions of grant associated with the Regional Outcome Agreement, GCRB and the assigned colleges are required to conduct their affairs in accordance with the expected standards of good governance, which include operating appropriate audit arrangements.