

Draft Minute of the Audit Committee meeting held on Tuesday 5 March 2019

Present	
Paul Buchanan (Chair)	Edward McGrachen
David Archibald (Internal Auditor)	Jim Godfrey (Finance and Resources Director)
Robin Ashton (Executive Director)	Janie McCusker (GCRB Chair)
Penny Davis (Board Secretary)	Wendy Odedina (Executive Assistant)
Apologies	
Mike Ward	Maureen McKenna
Gary Devlin (External Auditor)	

1. Introduction and Welcome

Paper Number: Verbal

1.1 Discussion

The Chair welcomed members to the meeting and Janie McCusker, GCRB Chair, as an attendee.

2. Apologies

Paper Number: Verbal

2.1 Discussion

Apologies had been received from Mike Ward, Maureen McKenna and Gary Devlin.

3. Declarations of Interest

Paper Number: Verbal

3.1 Discussion

The Chair reminded members that it is their personal responsibility to indicate to the Chair at any point during the meeting if they have, or may be perceived as having, a conflict of interest under any item on the agenda.

4. Chair's Business

Paper Number: Verbal

4.1 Discussion

The Chair advised that he had attended the following meetings in his capacity as Audit Committee Chair:

- Regional Ministerial Dinner with Richard Lochhead MSP;
- Finance Approaches Workshop.

The Committee Chair and Board Chair, provided members with reflections from both of these meetings.

5. Minutes of Committee Meeting held on 17 January 2019

Paper Number: A43-A

5.1 Discussion

The minutes of the meeting held on 17 January 2019 were approved as an accurate record.

6. Implementation of External Audit Recommendations

Paper Number: AC4-B

6.1 Discussion

The Finance and Resources Director presented the paper noting that actions are on target to be delivered by the implementation date, with the exception of one target for which the implementation date has been set back.

6.2 Decision

The Committee **noted** the progress made to implement the recommendations of the previous External Audit report.

7. Summary of GCRB Authority and Relationships

Paper Number: AC4-C

7.1 Discussion

The Board Secretary provided an overview of the paper which she noted had been produced further to the Committee's request at its December 2018 meeting.

She explained that the paper sets out GCRB's legal and regulatory authority and relationships, and also the secondary collaborative mechanisms through which GCRB exercises its functions.

The Committee discussed the collaborative mechanisms and potential risks around delivery of regional aims. It discussed that the Regional Outcome Agreement acts as an annual

contract between GCRB and its assigned colleges and provides an accountability framework for delivery.

7.2 Decision

The Committee **noted** the report.

It was **agreed** to check with OSCR if the consolidation of regional accounts has any implications for the charitable status of the colleges.

8. Review of Committee Terms of Reference

Paper Number: AC4-D

8.1 Discussion

The Board Secretary presented the Committee terms of reference which she noted have been amended to reflect the Scottish Government Audit Handbook.

8.2 Decision

The Committee **agreed** to recommend the proposed changes to the Board.

It was **agreed** that the Board Secretary should enquire with the assigned colleges to check if they have also considered the revised Audit advice.

9. Review of College Risk Registers

Paper Number: AC4-E

9.1 Discussion

The Finance and Resources Director presented the paper noting that a risk workshop was also planned for board members following the Committee meeting.

The Committee discussed the different approaches adopted by the colleges in their approach to risk and also the process and timeframes for when a college would notify GCRB of matters of high risk.

9.2 Decision

The Committee **noted**:

- the risk registers of the assigned colleges were considered by the Audit Committees of the colleges and have been reviewed by the Finance & Resources Director; and
- the query raised by the Chair of Glasgow Kelvin College at the board meeting on 28 January 2019 had been resolved.

10. Long Term Agenda

Paper Number: AC4-F

10.1 Discussion

The Executive Director presented the Committee long term agenda.

10.2 Decision

The Committee **agreed** the long term agenda.

11. Date of Next Meeting

Paper Number: Verbal

11.1 The date of the next meeting of the Committee was confirmed as **Tuesday 31 May 2019.**