

Draft Minute of Audit Committee Meeting held on Tuesday 6 March 2018

Present	
Paul Buchanan (Chair)	
Grahame Smith	Mike Ward
In Attendance	
Robin Ashton (Executive Director)	
Penny Davis (Board Secretary)	Wendy Odedina (Executive Assistant)
Jim Godfrey (Finance and Resources Director)	David Archibald (Henderson Loggie)
Janie McCusker (Chair of the Board)	Claire Gardiner (Scott-Moncreiff)
Apologies	
Caroline MacDonald	Maureen McKenna

1. Introduction and Welcome

Paper No: Verbal

1.1 Decision

The Chair welcomed members to the meeting and the Chair of the Board to her first meeting of the Audit Committee.

2. Apologies

Paper No: Verbal

2.1 Discussion

Apologies were received from Maureen McKenna and Caroline MacDonald.

3. Declarations of Interest

Paper No: 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. Chairs Business

Paper No: Verbal

4.1 Decision

There was no chair's business to note.

5. Minute of Meeting on Monday 3 October 2017

Paper No: AC3-A

6.1 Decision

The minute of the meeting held on 5 December 2017 was **agreed** as a true record.

6. Implementation of External Audit Recommendations

Paper No: AC3-B

6.1 Discussion

The Finance and Resources Director provided an update on the recommendations from the external audit report noting that most were now complete and others were in progress.

7.2 Decision

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

7. Implementation of Internal Audit Recommendations

Paper No: AC3-C

7.1 Discussion

The Finance and Resources Director provided an update on the outstanding internal audit recommendations noting the good progress that has been made.

7.2 Decision

The Committee **noted** the progress made to implement the recommendations of the previous Internal Audit reports.

8. Institutional Efficiency

Paper No: AC3-D

8.1 Discussion

The Interim Finance and Resources Director provided an overview of the paper highlighting the Scottish Government initiative that has been reintroduced this year. He noted that each of the assigned colleges and GCRB must make this return and each may employ different methods to demonstrate how they have reached this efficiency.

The Committee discussed this requirement in the context of the significant financial pressures that the colleges are under.

8.2 Decision

The Committee:

- **noted** the Scottish Government's process for collating information in respect of institutional efficiency; and
- **requested** that the regional return is provided to the next meeting of this Committee.

9. Update from Assigned College Audit Committees

Paper No: AC3-E

9.1 Discussion

The Executive Director provided an overview of the updates from the assigned college audit committees highlighting that the historical ESF issue at City of Glasgow College is now resolved and their accounts have been submitted.

He also noted as a matter of accuracy that the previous voluntary severance scheme at City of Glasgow College was approved by SFC and not GCRB.

The Committee enquired regarding GDPR planning across the region which the Finance and Resources Director noted was being thoroughly considered by the colleges and GCRB.

9.2 Decision

The Committee **noted** the updates from assigned college audit committees.

10. Review of Assigned College Risk Registers

Paper No: AC3-F

10.1 Discussion

The Finance and Resources Director provided an overview of the assigned college risk registers noting that there has not been significant change in the assessment of risk since the last time the Committee reviewed this report. He noted that the imminent funding announcement and allocation may have an effect on college risk registers.

10.2 Decision

The Committee **noted** that:

- the risk registers of the assigned colleges were considered by the Audit Committees of the colleges and had been reviewed by the Finance & Resources Director;

- There has been no change to the high risks identified by the colleges since the previous report; and
- the risks to financial sustainability dominate the risk registers of the colleges.

11. Audit Scotland Review of Scotland's Colleges

Paper No: AC3-G

11.1 Discussion

The Executive Director provided an overview of the scope of the national Audit Scotland review noting that it has been extended to include regional strategic bodies. He noted that various people within the region have taken part in interviews with Audit Scotland but that no feedback has yet been provided by Audit Scotland.

11.2 Decision

The Committee **note** this report and **request** a further update on the outputs of the Audit Scotland review of GCRB at a future meeting of the Committee.

12. Long Term Agenda

Paper No: AC3-H

12.1 Discussion

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

13. Date of Next Meeting

Paper No: Verbal

13.1 Decision

The date of the next meeting of the Audit Committee was **agreed** as 29 May 2018.

The Chair also noted that this was Grahame Smith's last meeting before his tenure on the Board comes to an end, and thanked him for his contribution to the work of the Committee.