

**Greater Brighton Metropolitan College
Audit Committee**

**PART 1: Minutes of a meeting held virtually via Goole Meet
Monday 13 July 2020 at 4.30pm**

Present: Christopher Bennett, Natalie Brett, Martin Colyer (Chair), Kathleen Downes, David Russell

In attendance: Jon Rollings (COO), Sarah Box (Governance Manager), Dominic Blythe (RSM) for item 4 only and confidential session only, Stephen Pringle) for items 5 and 6 and confidential session only.

Apologies: None

WELCOME, INTRODUCTIONS AND APOLOGIES

83. The Chair welcomed members to the meeting, in particular Chris Bennett, who was attending his first meeting since his appointment. It was confirmed that a confidential session of auditors would be introduced in between the RSM and W&B items and that auditors would leave the meeting once their items were complete.

Action:

Governance Manager to schedule a confidential session for auditors as a standing item on future Audit Committee agendas. Auditors to leave future meetings once their items are complete, but a full set of papers will continue to be sent for information. (GM)

MINUTES

84. The minutes of the meeting held on 2 March 2020, were agreed as a true record and the Chair's electronic signature would be applied.

Part 1 – Minutes of the meeting held 2 March 2020 – for public record

Part 2 – Minutes of the meeting held 2 March 2020 – confidential

Approved:

The Audit Committee formally approved the minutes of the 2 March 2020 as a true and accurate record. The Chair gave his approval for his electronic signature to be applied to the minutes.

MATTERS ARISING FROM THE MINUTES

85. The Committee received and noted a schedule outlining the progress of actions from the minutes of the last meeting which were all complete.

The External Auditor joined the meeting

FINANCIAL STATEMENTS AND REGULARITY AUDIT PLAN 2019/20

- 86.** Dominic Blythe presented the draft audit plan highlighting the key risks identified. The Chair requested further information on the fee range and which elements of the work would be likely to impact the final amount. The auditor confirmed that significant extra work is anticipated to cover the new auditing standard on going concern, the impact of Covid-19 and the additional opinions and reasonable assurance required for the OfS accounts direction.
- 87.** A confidential minute was taken at this point.
- 88.** A confidential minute was taken at this point.
- 89.** A confidential minute was taken at this point.
- 90.** The auditor referred committee members to the emerging issues report. In particular, noting the recent consultation on a new HE Code of Governance, subcontracting and managing fraud risk and the heightened risk of internal fraud as a result of phishing attacks.

The Internal Auditor joined the meeting

The COO left the meeting

CONFIDENTIAL SESSION WITH AUDITORS – RECORDED IN PART 3 CONFIDENTIAL MINUTES

The External Auditor left the meeting.

The COO rejoined the meeting.

INTERNAL AUDIT REPORTS

Discussed under Item 6 – Internal Audit Annual Report 2019/20

INTERNAL AUDIT ANNUAL REPORT 2019/20- CONFIDENTIAL ITEM

The Internal Auditor left the meeting.

OUTSTANDING AUDIT RECOMMENDATIONS

- 94.** The COO presented the report which advised on progress of the outstanding audit recommendations. He noted that the progress of some recommendations had been impacted by offsite working and this had been highlighted in the report.
- 95.** The Committee discussed the recommendation around staff utilisation data and its importance as a key metric of the organisation. The COO explained the current processes and noted that the recommendation would add a three-way check which would fully reconcile the data. The reported performance would, however remain the same, hence the low priority.

96. A confidential minute was taken at this point.

97. A confidential minute was taken at this point.

REAPPOINTMENT OF INTERNAL AUDITORS – CONFIDENTIAL ITEM

RISK MANAGEMENT PROCESS

102. The COO presented the update on the Risk Management report, which had also been submitted to the June Board meeting. He noted that work was underway to develop more detailed risk registers to sit under the strategic Board level register.

103. A discussion was held on the College's approach to risk management. It was suggested that there should be differentiation between in-year risk and multi year risk. Risks should be rated by probability and likelihood, an initial rating risk, plans to mitigate and then residual actions.

104. It was agreed that David Russell and the COO would discuss further outside of the meeting to agree an approach. Once set out a rolling plan of risks could be set out to review over a period of time to assist the committee with their understanding of the mitigation actions required.

Action:

***David Russell and COO to meet to further Risk Management approach. (COO/DR)
Consider introducing a rolling plan of risk review (Chair/COO)***

REPORT OF ANY INCIDENCES OF, OR ATTEMPTED, BRIBERY, FRAUD OR WHISTLEBLOWING

105. The COO confirmed that there were no incidences to report. He noted the recent phishing attacks faced by the college but confirmed there had been no internal issues as a result.

106. A confidential minute was taken at this point.

REVIEW OF AUDIT COMMITTEE TERMS OF REFERENCE

107. The revised ToR were agreed and would be approved at the July Board meeting.

COMMITTEE DATES FOR 2020/21

108. The Governance Manager confirmed that these were being finalised in preparation for July Board. Diary appointments would be sent out over the summer.

109. The Chair noted that risk management would be a focus for the March meeting, including a review of insurance and business continuity. This would be added to the Audit Committee schedule of business.

Action:

Add a review of risk management (inc insurance and business continuity) to the Audit Committee Schedule of Business in March. (GM)

ANY OTHER BUSINESS

None

The meeting closed at 6.35pm.

Signature of Chair..... *J a Joo* Date.....30 November 2020.....