

AUDIT & RISK COMMITTEE

MINUTE OF MEETING

Minute of Meeting of the Audit & Risk Committee held on Friday 29 September 2023 at 1000 hours via Microsoft Teams.

Present:

Andy Rodden
Jim Gifford
Leona McDermid
Susan Elston
Dave Anderson
Iain Watt

In attendance:

Stuart Thompson, Vice Principal Finance & Resources
Susan Lawrance, Secretary to the Board
Karen Fraser, Minute Secretary
Anne MacDonald, Audit Scotland
David Archibald, Henderson Loggie

Agenda Item	
01-23	Apologies for Absence Apologies were received in advance of the meeting from B Hutcheson.
02-23	Declaration of any Potential Conflicts of Interest in relation to any Agenda Items L McDermid declared a potential conflict of interest by virtue of her position with Aberdeen Foyer.
03-23	Minute of Previous Meeting – 31 May 2022 The Minute was approved as a true and accurate record.
04-23	Matters Arising from the Previous Meeting Members noted the Matters Arising Report, with the one action point confirmed as completed. In response to a members' query, Henderson Loggie's D Archibald confirmed that updates on outstanding actions from the Internal Audit Reports will be secured by the auditors.
	Matters for Decision
05-23	Internal Audit Plan AY2023-24 Members noted Leadership Team and Executive Team have had an opportunity to discuss the proposed Internal Audit Plan. D Archibald presented the proposed audit schedule for the AY, demonstrating a varied mix of governance areas selected for scrutiny. The inclusion of ASET being in the scope was discussed, the conclusion reached being that it seems entirely appropriate to have an oversight of ASET operational activity and an awareness of any risk to the College. It was confirmed that governance of ASET was audited 2 years ago, but additional objectives pertaining to this can be added to this audit should this be a requirement of the Committee.

	<p>Having reflected upon the proposed schedule, members approved the draft proposal.</p> <p>Decision = Approved.</p>
06-23	<p>Internal Audit Reports</p> <p>Final General Ledger Audit Report</p> <p>Members considered the Satisfactory Report as presented. It was confirmed that the outstanding delegation limits, deadlines and a checklist are due to be incorporated into the Report by the end of October. D Archibald confirmed that a follow-up Report will be issued by the auditors as part of year-end reporting, in which status updates to any recommendations will be captured.</p> <p>Final NESCol Cash Bank Report</p> <p>Members considered the Good Report as presented. Regarding the area for improvement pertaining to a cash investment decision, the need for transparency was recognised and the follow-up recommendation in hand.</p>
07-23	<p>External Audit Plan AY2022-23</p> <p>Following the introduction of the appointed auditors' representative Anne MacDonald to the Committee, the proposed audit plan - prepared by Audit Scotland and agreed with NESCol's Financial Controller – was put forward for consideration. The areas for investigation, the associated timelines and the auditors' fee were highlighted. In response to a members' query, the target dates for action were clarified as being achievable. It was also confirmed that the annual accounts audit will be reported on at the 29/11/23 Committee meeting.</p> <p>Decision = Approved.</p>
08-23	<p>Committee Terms of Reference AY2023-24</p> <p>Members considered the Committee's Terms of Reference as presented and were content to agree their adoption.</p> <p>Decision = Approved.</p>
09-23	<p>Programme of Business AY2023-24</p> <p>After consideration of the Programme as presented and acknowledging the addition of a fourth meeting, the content was agreed to as proposed, with the proviso that flexibility in terms of meeting scheduling and meeting agendas is allowed for. The adjustment from September to November inclusions of two agenda items were clarified.</p> <p>Decision = Approved.</p>
10-23	<p>Draft Strategic Risk Register</p>

	Matters for Discussion
11-23	Draft Annual Report of the Audit and Risk Committee to the Regional Board The Reports' content was noted by members and amendment proposals were invited in order to correct the draft prior to its finalisation. S Thompson confirmed that the auditors' opinion and any subsequent recommendations are yet to be inserted. Canvassing the opinions of members on the format, tone and level of detail depicted within the Report, all were in agreement with its' presentation. J Kirkwood and the Finance Team were thanked for the associated work undertaken.
12-23	Committee Evaluation Feedback Members were invited to discuss the feedback submitted anonymously via an online questionnaire and were thanked for their contributions. J Gifford expressed his desire to maintain a Committee which co-shares its' responsibilities.
	I Watt left the meeting at 11:29am
	Matters for Information
13-23	National Fraud Initiative Update on 2022/23 exercise Members noted the update provided and relating to the 133 outputs from NESCol's participation. It was confirmed that no cases of fraud were uncovered.
14-23	Data Protection Report for AY2022/23 Findings of the AY2022/23 Report were summarised and members noted the information provided. The existence of the report provides assurance to internal auditors.
15-23	Any Other Business No items were raised.
16-23	Summation of Actions and Date of Next Meeting A summation of the identified actions was provided by the Board Secretary. The date of the next meeting of the Audit and Risk Committee was confirmed as 29/11/23 - a joint meeting with the Finance and Resources Committee.
	Meeting ended at 11:41am

Agenda Item	Actions from Audit & Risk Committee 29.09.23	Responsibility	Deadline
10-23	Strategic Risk Register:		
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Signed:.....J Gifford Audit & Risk Committee Chair

Dated:.....29.11.23