

**Minute of the Audit and Risk Committee
Held by Hybrid Attendance at Kilmarnock Campus
Thursday 30 November 2023**

Present:

Steven Wallace	Chair
Sharon Morrow	Vice - Chair
Matthew Wilson	Non-Executive Board Member

In attendance:

Hilary Denholm	Board Governance Advisor & Minutes
Alan Ritchie	Vice Principal, Finance & Infrastructure
Liz Walker	Head of Financial Services
Stephen Pringle	Wylie & Bisset – Internal Auditors
Adrian Kolodziej	Azets – External Auditors
David Eardley	Azets – External Auditors

1. Welcome and Declarations of Interest

The Chair, Steven Wallace, welcomed all present to the meeting.

There were no Declarations of Interest presented.

The meeting was confirmed as quorate.

2. Apologies

Apologies were recorded from Alison Sutherland, Non-Executive Board Member; Angela Cox, Principal & Chief Executive; Anne Campbell, Vice Principal, Skills and Enterprise and David Davidson, Vice Principal, People, Performance and Transformation.

3. Minutes of the Previous Meeting held on 10 October 2023 (*Paper 1*) C/P

The minutes were approved as a correct record.

Proposed: S Morrow

Seconded: S Wallace

ARC Action & Decision Tracker (*Paper 1A*) (P)

The Committee noted the updates regarding the actions which are all now completed.

4. Matters Arising

A Ritchie gave a verbal update on the work progressing on the revised version of the Business Continuity Plan which will be brought to a future meeting.

There were no other outstanding matters arising from the minutes.

5. Internal Audit – Wylie & Bisset

i) 2022-23 Credits Audit Report (Paper 2) (P)

S Pringle introduced Paper 2 as presented.

The Committee noted:

- The requirement to undertake annually and submit to the Scottish Funding Council
- One low grade recommendation

The Committee noted the strong report and level of assurance received.

ii) 2022–23 EMA Audit Report (Paper 3) (P)

S Pringle introduced Paper 3 as presented.

The Committee noted that there were no issues or recommendations.

The Committee noted the positive report and level of assurance received.

iii) 2022-23 Student Support Funds Report (Paper 4) (P)

S Pringle introduced Paper 4 as presented.

The Committee noted:

- The requirement to undertake annually and submit to the Scottish Funding Council and to SAAS.
- There were no issues or recommendations.

The Committee noted the positive report and level of assurance received.

6. Draft Counter Fraud, Risk and Bribery Policy (Paper 9) (P)

A Ritchie introduced Paper 9 as presented.

The Committee noted:

- This had been produced following an internal audit recommendation.
- Once approved, actions will be taken to publicise and implement.
- A fraud response plan will be created.

Discussion took place around targets and clarification of staff level responsibilities, and some minor amendments to the documentation were highlighted.

Decision: ARC42-D05 - The Committee approved the Counter Fraud, Risk and Bribery Policy subject to the minor amendments highlighted.

9. Rolling Internal Audit Action Plan as at 31 October 2023 (Paper 10) (P)

A Ritchie introduced Paper 10 as presented.

The Committee noted:

- The College had three outstanding audit recommendations, of which one was due to be completed, and has now been closed.
- Revised Financial Regulations will be provided to the next BRIC.
- Financial Management training will be included in the revised Evolve management programme.
- A budget holder handbook will be issued to budget holders in Q1 2024.

The Committee noted the report.

12.AOB

Discussion took place around the ARC meeting frequency for AY24/25.

The Committee agreed that four meeting dates should be retained for AY24/25, with the additional meeting time available being used for added value activities, particularly around risk management, plus documentation reviews by the Committee.

Date of Next Meeting – Tuesday 19 March 2024 at 4pm

Private Meeting between the Committee and Auditors

In accordance with the Committee's terms of reference, the Committee held a meeting with Internal and External Auditors without management present. The purpose of this meeting is to provide auditors with the opportunity to present their views on the organisation and management.

External and Internal Audit both advised that despite significant change in the Executive Leadership Team, that there were no material issues raised in this regard, and that good collaborative working had helped achieve the audit plan completion.

The Chair and the Committee thanked the Auditors for their contribution and welcomed both the positive feedback put forward and level of assurance provided.

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RESERVED ITEMS ON THE NEXT PAGE