

**Minute of the Audit and Risk Committee
Held by Hybrid Attendance at Kilmarnock Campus and
via Video Conference Using Zoom
on Tuesday 14 March 2023**

Present:

Steven Wallace	Chair
Steve Graham	Vice Chair
Matthew Wilson	Non-Executive Board Member

In attendance:

Yvonne Melvin	Board Administrative Officer (Minutes)
Anne Campbell	Vice Principal – Curriculum
James Thomson	Vice Principal – Finance (Interim)
David Eardley	Azets – External Auditors
Stephen Pringle	Wylie & Bisset – Internal Auditors

1. Welcome and Declarations of Interest

The Chair welcomed everyone to the meeting. In particular, David Eardley, Engagement Lead at Azets, to his first meeting of the Committee.

There were no declarations of interest presented.

2. Apologies

Apologies were recorded from Alison Sutherland, Non-Executive Board Member, Adrian Kolodziej, Azets - External Auditors and Graham Gillespie, Wylie & Bisset – Internal Auditors.

The meeting was confirmed as quorate.

3. Minutes of the Previous Meeting held on 22 November 2022 (*Paper 1*) C/P

The minutes were approved as a correct record.

Proposed: Matthew Wilson **Seconded:** Steven Wallace*

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

The Committee noted the completion of all actions as recorded on the action tracker, apart from one:

Action: ARC38: A02 - J Thomson advised that this action was now completed and would be covered at agenda item 6.

4. Matters Arising

There were no outstanding matters arising from the minutes.

*S Wallace did not Chair meeting on 22 November 2022 due to ill health.

5. External Audit – Azets

i. Introduction and External Audit Strategy (Paper 2) (P)

D Eardley introduced Paper 2 as presented. As this is their first meeting, the College had asked Azets to provide information on who they are and how they propose to conduct their -annual audit work.

D Eardley advised members that the report presented provides introductory information for Azets and gives an overview of their audit approach and outline audit timeline for the External Audit Strategy 2022-23. D Eardley asked members to note Azets welcomed the early engagement from J Thomson and L Walker on behalf of the College and the positive discussions this had generated.

D Eardley took the Committee through the report, outlining the responsibilities, wider scope and audit strategy to members. The Committee noted that initial engagement with the College's Management Team to establish working practice had taken place and had been very positive.

The Committee noted the report and thanked Azets for the update and looks forward to working with D Eardley and his team going forward.

6. Internal Audit – Wylie & Bisset

i. Internal Audit Report 2022-23 – Overall Financial Controls (Paper 3) (P)

S Pringle introduced Paper 3 as presented.

The internal audit review examined the College's overall financial controls in relation to income, cash and banking, payroll and fixed assets.

The Committee noted:

- A strong level of assurance had been provided.
- There were no identified areas for improvement.
- A number of areas of good practice had been identified.

The Committee also noted and welcomed the inclusion of benchmarking information comparing the College against others across the UK.

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

The Committee recognised that this was the third internal audit firm to conduct a review of financial controls and have no findings or recommendations for improvement. Therefore, the Committee commended the Finance Team on the work carried out to achieve this.

ii. Internal Audit Report 2022-23 – Safeguarding & Child Protection (Paper 4) (P)

S Pringle introduced Paper 4 as presented.

The internal audit review examined the College's systems and procedures for safeguarding and child protection to ensure they were fully compliant with

legislation and that the College were taking the necessary steps to protect students.

The Committee noted:

- A strong level of assurance had been provided.
- There were no identified areas for improvement.
- A number of areas of good practice had been identified.

In response to a query, the Committee agreed that a glossary of the key policies examined, including their version number, would be a useful addition to future reports.

Action: ARC39: A01 - A glossary of the key policies examined, including their version number, to be included in future reports from Wylie & Bisset

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

iii.2022-23 Internal Audit Progress Report as at March 2023 (Paper 5) (P)

S Pringle introduced Paper 5 as presented.

The Committee noted that work is progressing in line with the approved internal audit plan. Two audits had been completed to date and the remaining audits will progress as scheduled.

The Committee confirmed that they were content that there were no issues of concern.

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

S Pringle left the meeting at this point

7. Internal Audit Rolling Action Plan as at 14 February 2023 (Paper 6) (P)

J Thomson introduced Paper 6 as presented.

The Committee noted the three actions due in the period were completed and that no actions remained outstanding.

The Committee noted the content of Paper 6.

8. Date of Next Meeting – Tuesday 6 June 2023 at 4pm

P - Papers will be published on the College Website; R - Papers will not be published for reasons of commercial confidentiality or for reasons associated with data protection legislation; C/P - Confirmed minutes will be published on the College Website

RESERVED ITEMS ON THE NEXT PAGE