

**NOTES OF THE TWENTY FOURTH MEETING OF THE AUDIT COMMITTEE
HELD ON 26 FEBRUARY 2020, 4.30PM, THE BOARDROOM, LANGSIDE
CAMPUS**

PRESENT:

David Watt	Committee Chair
Aranka Szilassy	Committee Member
Michael Payne (by video link)	Committee Member

IN ATTENDANCE:

Jon Vincent	Principal
Janet Thomson	Vice Principal Resources & College Development
Tracy Elliott	Assistant Principal - Finance & Infrastructure
Stuart Inglis	Henderson Loggie (Internal Auditors)
Christine McConnell	Clerk to the Board (Minute Taker)

- 20.01 WELCOME AND APOLOGIES** **ACTION**
The Committee Chair welcomed everyone to the meeting. Apologies were received from Committee Members Keith Rosser and Clare Walker and from Gary Devlin on behalf of the external auditors, Scott Moncrieff. S Inglis was in attendance on behalf of the College's Internal Auditors (Henderson Loggie)
- 20.02 DECLARATIONS OF INTEREST**
No declarations of interest were received.
- 20.03 MINUTES OF MEETING HELD ON 27 NOVEMBER 2019**
The Minutes were accepted as a true and accurate record of the meeting.
- 20.04 MATTERS ARISING – ACTION GRID**
The Committee noted the updates provided in the Action Grid. The Committee were content that the Assurance Framework referred to in 19.50 be brought to the Committee's next meeting on 20 May 2020. The Committee also noted the updates to the review of HR policies which it was advised would be monitored by the Organisational Development Committee.
- 20.05 AUDIT COMMITTEE SCHEDULE OF WORK** **CMcC**
The Committee noted and approved the Schedule of Work for the Audit Committee. The Chair suggested that it would be helpful for this to be prepared on a rolling basis detailing the

items to be considered at the current and following three or four meetings.

CMcC

The Committee suggested that for 20/21 Session it may be helpful if the first meeting in the calendar year was moved back to March if this can be accommodated within the Board Schedule of Meetings.

**120.06 INTERNAL AUDIT REPORTS
PUBLICITY AND COMMUNICATONS**

S Inglis was invited to provide an overview of the Publicity and Communications Report which had been circulated with the papers. S Inglis took the Committee through the Report outlining the Scope, Objectives and Findings. S Inglis informed the Committee that the Level of Assurance had been assessed as Good meaning the system meets control objectives. A number of strengths were identified. Three low priority recommendations were made which are being considered by management.

The Committee discussed the appropriateness of communication between College Management and the Board and agreed that the Committee Chair would discuss this with the Chair of the Management Board.

DW

QUALITY

S Inglis was invited to provide an overview of the Quality Audit Report which had been circulated with the papers. S Inglis took the Committee through the Report, outlining the Scope, Objectives and Findings. S Inglis informed the Committee that the Level of Assurance had been assessed as Good with no weaknesses identified during the review. A number of strengths were highlighted including the mentoring role provided by Teaching Fellows.

The Committee discussed the Report and sought confirmation that the actions taken in relation to students is adequate. ASzilassy confirmed that the Class Representative system works well but could be improved with more encouragement to students to participate. The Principal recognised this as a continuing challenge which is shared by all colleges.

The Committee welcomed the introduction of a more formal peer review process and queried whether there is a timetable for this. The Committee recognised the sensitivities between peer learning and performance management which have to be managed alongside the GTCS's views on observation lessons. The Committee asked that the Report should also be seen by the Learning and Teaching Committee.

CMcC

20.07 INTERNAL AUDIT 2019/20 PLAN PROGRESS

The Chair invited S Inglis to speak to the Report issued with the Agenda.

S Inglis informed the Committee that dates to complete the Internal Audit Plan Schedule had been agreed with management and that all would be reported before the end of the year.

The Chair thanked S Inglis for the update.

20.08 COLLEGE STRATEGIC RISK REGISTER

J Thomson was invited to speak to the Report issued with the Agenda. J Thomson took the Committee through the risk register noting some amendments since the last meeting. J Thomson advised that the probability in relation to failure of ICT infrastructure has increased in light of a cyber-attack at another College.

The Committee discussed the Risk Register and were concerned that the cyber-attack referred to took effect despite the college having achieved Cyber Essentials Plus Certification. On advice from the Principal, the Committee noted the steps Clyde College is taking to address this risk.

The Committee discussed the Governance Risk G2 (recruitment of Board Members) and considered whether or not this risk could be removed from the Register. CMcConnell advised that there is a vacancy on the Finance and Resources Committee which had proved difficult to fill. CMcConnell also advised that the Nominations Committee are addressing this and the fact that a number of Committee Chairs are reaching the end of their terms of office. The Committee asked that the Clerk and the Chair review the Governance Risks.

CMcC

20.09 INTERNAL AND EXTERNAL AUDIT ROLLING ACTION PLAN

T Elliott was invited to speak to the Report issued with the Agenda. T Elliott took the Committee through the Report. The Committee noted that ten actions were fully implemented and two were partially implemented. Both of the partially implemented were within agreed timescales.

20.10 EQUALITY IMPACT OF DECISIONS MADE

None.

20.11 REVIEW OF PAPERS (INCLUDING DISCLOSABLE STATUS)

The Committee discussed the disclosable status of the papers and it was agreed that all papers should be disclosed as per their indicated status on the papers.

20.12 ANY OTHER BUSINESS

None

DATE OF NEXT MEETING

Wednesday 20th May 2020 at 4.30pm, the Boardroom,
Langside Campus.

DRAFT