

**Minute of the Audit and Risk Committee  
Held by Hybrid Attendance at Kilmarnock Campus  
Tuesday 10 October 2023**

**Present:**

Steven Wallace	Chair
Sharon Morrow	Vice - Chair
Alison Sutherland	Non-Executive Board Member

**In attendance:**

Susan Brook	Wylie & Bisset – Internal Auditors
Anne Campbell	Vice Principal, Skills and Enterprise
Angela Cox	Principal & Chief Executive
David Davidson	Vice Principal, People, Performance and Transformation
Hilary Denholm	Board Governance Advisor (Minutes)
Alan Ritchie	Vice Principal, Finance & Infrastructure (Shadowing)

**1. Welcome and Declarations of Interest**

The Chair, Steven Wallace, welcomed all present to the meeting, particularly the new Vice Chair, Non-Executive Board Member Sharon Morrow; Alan Ritchie, the new Vice Principal, Finance & Infrastructure as an observer to the meeting, and Angela Cox who was present to speak to the risk management papers until Alan Ritchie is formally in his role. The Chair also welcomed Susan Brook, Senior Manager from Wylie and Bisset who had joined the meeting in place of Stephen Pringle.

There were no Declarations of Interest presented.

The meeting was confirmed as quorate.

**2. Apologies**

Apologies were recorded from Matthew Wilson, Non-Executive Board Member, and also noted from Stephen Pringle, Wylie and Bisset.

**3. Minutes of the Previous Meeting held on 06 June 2023 (Paper 1) C/P**

The minutes had been approved in June as a correct record by the previous Vice Chair, Stephen Graham prior to his leaving his position, and were seconded by Matthew Wilson via email on 11 October as he was unable to attend the meeting in person on 10 October.

**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: ARC40-A01 update**– The Committee agreed this action was to be put on hold until Alan Ritchie, the new Vice Principal, Finance & Infrastructure, was formally in post.

#### 4. Matters Arising

There were no outstanding matters arising from the minutes.

#### 5. 2023 – 24 Committee TOR and Workplan (Paper 2) (P)

H Denholm summarised the suggested minor updates to the TOR. The workplan may be altered subject to review by Alan Ritchie, the new Vice Principal, Finance & Infrastructure.

**Decision: ARC41-D01:** The Committee approved the updated TOR and current Workplan for submission to the Board.

#### 6. Internal Audit – Wylie & Bisset

##### i) 2022 -23 Follow Up Review (Paper 3a) (P)

Susan Brook introduced Paper 3a as presented.

The Committee noted:

- The College has fully implemented each of the five outstanding recommendations from 2021/22

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

##### ii) Student Enrolment Procedures – Disclosure of Criminal Convictions (Paper 3b) (P)

Susan Brook introduced Paper 3b as presented.

The Committee noted:

- The College has a detailed and robust Student PVG procedure, with no recommendations being required.
- There is a strong level of assurance that the College is handling cases where students have criminal convictions effectively and that appropriate risk assessments are taking place.
- This includes where students are changing courses and/or attending placements where PVG checks will be required.
- There is a strong level of assurance that the College is making available relevant information to students and staff regarding safeguarding, making referrals and how to raise concerns.

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

##### iii) 2022 -23 Annual Report as at September 2023 (Paper 3c) (P)

Susan Brook introduced Paper 3c as presented.

The Committee warmly welcomed this Annual report and noted:

- The College has adequate and effective risk management, control and governance processes to manage the achievement of its objectives, and to promote and secure value for money.
- All KPIs were at 100%.

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

#### **iv) Budgeting & Monitoring Report 2023-24 (Paper 3d) (R)**

Susan Brook introduced the Budgeting & Monitoring Report 2023-24 as presented and provided an overview of the audit scopes and reports identified in the 2023-24 Plan.

The Committee noted:

- The College Board and Senior Management receive sufficient reporting of performance against budget and against plans throughout the year to enable informed decision making.
- There was one low-rate recommendation regarding offering ongoing training for budget holders.

**The Committee noted the report and the progress to date.**

**Action: ARC41-A01:** It was highlighted that as this Budgeting & Monitoring Report contains financial information that cannot be published until Feb 2024, it would be held as a reserved item.

#### **7. Internal Audit Rolling Action Plan as at September 2023 - verbal**

A Cox updated the Committee that due to the lack of high-level risk within the Action Plan, the update of the Action Plan would be assigned to Alan Ritchie, the new Vice Principal, Finance & Infrastructure, once he was formally in post, and would be provided at a future meeting.

**Action: ARC41-A02:** The Committee agreed to the update being assigned to Alan Ritchie.

#### **8. AOB**

A question was raised regarding safeguarding and the recording of data of protected characteristics.

**Action: ARC41-A03:** This will be checked with Doreen Wales, Assistant Principal for Student Experience & Quality Enhancement.

#### **9. Date of Next Meeting – Thursday 30 November 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**