

**Minute of the Audit Committee Meeting
Held at the Ayr Campus on Tuesday
13 September 2016**



Present: Alan Walker (Chair)
Fiona Fawdry
Barbara Graham
Marri Welsh

In attendance: Brendan Ferguson (Board Secretary)
Michael Breen
Jane McKee
Kirsty Steele (Scott-Moncrieff)

1 Welcome and Introductions

The Chair welcomed everyone to the meeting and in particular new member Marri Welsh

2 Apologies

Apologies were received from Committee Members Nicki Beveridge, and Alan McGregor, from EMT members Jackie Galbraith and Donna Vallance and from Director of Finance and Student Funding, Alistair Gordon. It was also noted that Committee Member Jim English had provided the Board Secretary with notice of his resignation from Board Membership as he was leaving the country to take up a new position overseas.

The Committee noted with regret the resignation of Jim English, thanked him for his valued service as a Committee Member and wished him well in his new position.

3 Declarations of Interest

There were no declarations of interest.

4 Minute of the Previous Meeting held on 24 March 2016 (Paper 1)

Subject to the completion of some editorial amendments noted by the Secretary, the minutes were approved as a correct record.

Proposed: Barbara Graham
Seconded: Alan Walker

5 Matters Arising

There were no Matters Arising which were not dealt with elsewhere on the agenda.

6 Internal Audit Reports

2015/16 Health and Safety Report (Paper 2)

K Steel (Scott-Moncrieff) took the Committee through the report, stating that the audit had confirmed that adequate procedures were in place to manage health and safety arrangements across the College, with some opportunities noted within the report for enhancement.

The Committee noted that the new Health and Safety Management System currently being implemented would provide a number of improvements to both existing processes and reporting.

The Committee noted and welcomed the above report and agreed that it should be forwarded to the HR & Organisational Wellbeing Committee for information.

Internal Audit Report Follow Up 2015/16 (Paper 3)

K Steel introduced the above Paper which reported on the progress being made in completing the actions arising from previous audit reports.

The Committee noted the content of the above report.

Proposed Internal Audit Plan 2016/17 (Paper 4)

K Steel took the Committee through the above paper and the proposals for internal audit in 2016/17.

The Committee approved the above paper and the Audit Plan for 2016/17.

7 2015/16 Internal Audit Rolling Action Plan at July 2016

M Breen reported that this was a standing item on the Committee Agenda and in this instance had been covered by Paper 3 above.

The Committee noted this position.

8 Draft 2016/17 Corporate Risk Register Methodology (Presentation) and 2016/17 Ayrshire College Corporate Risk Register (V1) at September 2016 (Papers 5 to 5d)

M Breen took members through a presentation on the progress made in the preparation of the methodology for the 2016/17 Corporate Risk Register since the June 2016 meeting of the Committee, with particular emphasis on the new Risk Appetite section. M Breen confirmed that the methodology had now been considered by all of the Board Committees. The Committees had agreed and taken ownership of the new Risk Register Methodology, including the new Risk Appetite section, as set out in Papers 5a to d.

The Committee welcomed the above presentation and noted that the new methodology was still a developing work in progress, which would evolve as understanding increased.

The Committee approved the above Papers to form the 2016/17 Corporate Risk Register (V1) and noted that for future meetings the combined Risk Register would be received by the Committee as normal.

9 New Campus Risk Register at August 2016 (Paper 6)

M Breen introduced the above Paper and confirmed that it had been approved by the New Campus Project Board and the Estates & New Campus Development Committee in August 2016. It was noted that since the New Campus Risk Register had been approved by the Estates Committee, there had been further delay in the handing over of the new campus building to the College. The Chair of the Estates Committee had been kept informed of progress by the EMT and had reported the delay to this Committee via email. The Chair of the Estates Committee had also confirmed that while the new building would not be accepted by the College until all quality issues had been signed off by the Independent Tester, there was no reason to increase any of the New Campus Risks at this time.

The Committee noted the above New Campus Risk Register and the additional report provided by the Chair of the Estates & New Campus Development Committee.

The Committee further noted that there would be no increase in any of the New Campus Risks at this time and that, if necessary, teaching could continue at the Holehouse Road site.

10 Received for Information:

Audit Scotland: Scotland's Colleges 2016 Report (Paper 7)

11 Date of Next Meeting: The date of the next meeting would be 8 December 2016.