

**Minute of the Audit Committee Meeting
Held on Tuesday 17 September 2019
At the Kilmarnock Campus**



Present: Gordon James (Chair)
Margarette Bryan
Hazel Murphy (Vice Chair)
Elaine Anderson
Scott Cooley
Steve Graham
Alison Sutherland

In attendance: Brendan Ferguson (Board Secretary)
Michael Breen (Vice Principal - Finance)
Yvonne Melvin (Executive Assistant)
Anne Campbell (Vice Principal – Curriculum)
Jane McKie (Vice Principal – People)
Tony Barrie (BDO – Internal Auditors)
Joanne Buchanan (Mazars – External Auditors)
Suzie Graham (Mazars – External Auditors)

1 Welcome and Declarations of Interest

The Chair welcomed everyone to the meeting and in particular, new members Elaine Anderson, Scott Cooley and Steve Graham. BDO and Mazars were asked by the Chair to give new members an overview of their respective roles, responsibility and key reporting stages.

There were no declarations of interest.

2 Apologies

Apologies were received from Director of Finance, Student Funding & Estates James Thomson.

3 Minutes of the Previous Meeting held on 18 June 2019 (Paper 1) C/P

The minutes were approved as a correct record.

Proposed: Margarette Bryan
Seconded: Hazel Murphy

Audit Action Tracker (Paper 1A) (P)

Action Due date for the Business Continuity Plan (Action 5) be amended to November annually and the action owner updated to M Breen

4 Matters Arising

Page 2, Item 5; the caveats noted in the minute had now been completed.

5 Audit Committee Terms of Reference and 2019-20 Workplan (Paper 2) (P)

B Ferguson introduced Paper 2 and, for the benefit of new members, explained that the Terms of Reference and the draft annual Committee Workplan were brought to the first meeting of the Committee in each academic year for consideration and approval.

The Terms of Reference were approved as presented.

The 2019-20 Committee Workplan was approved subject to the following amendments:

- **The Business Continuity Plan be moved to the second quarterly meeting of the cycle (as noted under Action Tracker above).**
- **Add into the third Quarterly meeting of the cycle an Audit Development Session to be prepared and presented by one of the internal or external auditors (this to be an annual feature in the Workplan)**

6 Internal Audit Progress 2018-19 at September 2019 (Paper 3) (P)

T Barrie (BDO) introduced Paper 3 and directed members to the summary on page 4 of the document that listed the audits completed. T Barrie noted that the report did not include any information on student recruitment, as this would be provided in the follow-up report at the Committee's meeting in November 2019. The Committee was also advised that the Corporate Governance Internal Audit Review had been carried out by BDO during the week commencing 26 August 2019, and had now been completed. The report would be provided to the Committee at its next meeting in November 2019.

The Committee noted that the above report was in line with the expectations of the 2018-19 Internal Audit Plan as approved by the Committee

The Committee noted and approved the content of the above Report.

7 External Audit Progress Report at September 2019 (Paper 4) (P)

J Buchanan (Mazars) took the Committee through the sections of the Report seriatim, setting out the progress made and what further work was planned prior to consideration by the December meeting of the Board. The Committee considered the progress made against the approved timeline and were content that the Audit was progressing as expected, with planning complete and fieldwork expected to be completed by October 2019. No significant issues had arisen to date. Members noted, however, that a new SORP introduced from January 2019 would come into effect during the external audit for the 2019-20 academic year.

A number of questions were asked on the content of the report and satisfactory responses received.

The Committee commended the inclusion of Section 3 of the report, which listed the national publications in 2019 that guided the external audit process.

The Committee noted and approved the content of the Paper 4.

8 2019-20 Internal Audit Rolling Action Plan at 9 September 2019 (Paper 5) (P)

M Breen introduced Paper 5 and provided an explanation of this standing item on the agenda for the benefit of new members. M Breen noted that there was a high degree of confidence that the outstanding actions would be completed by the due dates listed in the Paper.

The Committee noted the above report.

9 Date of Next Meeting – Tuesday 26 November 2019 at 4pm in the Kilwinning Campus.

Received For Information

10 Scotland's Colleges 2019 – Audit Scotland Report (Paper 8) (P)

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

A/P - Already published on the College Website

C/P - Confirmed minutes will be published on the College Website

Reserved Items on the next page.