**Minute of the Audit and Risk Committee
Held by Hybrid Attendance at Ayr Campus
Thursday 24 September 2024**

Present:

Sharon Morrow	Chair
Jane Grant	Vice – Chair
Gillian Longmuir	Non-Executive Board Member
Chris Boyce	Elected EIS-FELA Staff Member

In attendance:

Anne Campbell	Vice Principal, Skills and Enterprise
David Davidson	Vice Principal, People, Performance and Transformation
Hilary Denholm	Board Governance Advisor & Minutes
Alan Ritchie	Vice Principal, Finance & Infrastructure
Liz Walker	Chief Financial Controller
Stephen Pringle	Wbg – Internal Auditors
Andy Reid	Azets – External Auditors

1. Welcome and Declarations of Interest

The Chair, Sharon Morrow, welcomed all present to the meeting, including to their first ARC meeting, Jane Grant and Gillian Longmuir, new Non-Executive Board Members and Chris Boyce, Elected EIS-FELA Staff Member. Jane has agreed to take on the ARC Vice Chair role.

The Chair, Sharon Morrow, offered congratulations on behalf of the Committee to Liz Walker on her new promoted role.

There were no Declarations of Interest presented.

The meeting was confirmed as quorate.

2. Apologies

Apologies were received from Jason Currie, Non -Executive Board Member.

3. Minutes of the Previous Meeting held on 04 June 2024 *(Paper 1)* C/P

The minutes were approved as a correct record.

Proposed: Sharon Morrow   **Seconded:** Jason Currie (via email request)

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

The Committee noted all previous decisions and the 2 outstanding actions (cyber security presentation which will be delivered at the December meeting & feedback for ARC Annual Report by 29 Nov latest to Alan Ritchie as still open)

4. Matters Arising

There were no other outstanding matters arising from the minutes.

6. 2024-25 ARC Committee Terms of Reference & Workplan *(Paper 3) (P)*

H Denholm & A Ritchie highlighted the main updates. The Committee were asked to review and approve the revised Terms of Reference and the 2024/25 Work Plan for the Audit & Risk Committee.

The Committee noted the updates and recommended to the Board for approval.

Decision: ARC45-D01 The Committee reviewed the updated ARC Committee Terms of Reference & Workplan and recommended to the Board of Management for approval.

Action: ARC45-A01: Check consistency of language re Internal Audit EMA / FES Report carried forward to workplan.

8. 2024-25 Internal Audit Plan *(Paper 5) (P)*

A Ritchie introduced Paper 5 which presented to the Audit and Risk Committee the final 2024-25 Internal Audit Plan.

The Committee noted:
- This plan has previously been presented and was discussed and approved by the June 2024 Committee meeting, being brought back to new Committee membership for this meeting.
- The planning dates and responsible staff for the audit assignments are now confirmed.
- The background to the rational for selecting the areas to be included in the 2024-25 plan and proposed 2025-26 plan has been included to allow new Committee members to gain an understanding of the reasons for selecting the work proposed.
- The final Internal Audit Plan, including the rebranding update, is provided for the Committees information.
- The Internal Audit Plan will continue to be reviewed during the year and any amendments will be discussed and agreed with the Committee.

S Pringle added additional comment, and there was further discussion around pre-employment checks (Disclosure Scotland not DBS) staff retention monitoring, and the offer of free training to members of the Committee and wider Board of Management.

The Committee noted the final 2024-25 Internal Audit Plan.

9. Business Continuity Plan *(Paper 6) (P)*

A Ritchie introduced Paper 6 which presented to the Audit and Risk Committee the Business Continuity Plan for approval.

The Committee noted:
- The College developed its first Business Continuity Plan (BCP) in November 2014.
- The most recent BCP was approved by the Audit Committee in March 2022.
- This is a streamlined version of the previous processes and documentation.
- A Teams site has been created for ease of access, available to all previous members of the BCP Steering Group, Senior Leadership Team, all Heads and relevant Managers across the College.
- Training via desktop exercises have taken place for senior staff.
- The Cyber Incident Response Plan addresses several key risks which the College may face, including for example denial of access and loss of computer records and data.
- The BCP aims to address the risks of loss of buildings / services through a structured approach to incidents.
- The College will engage with the College insurers during the year to gain an external perspective on how the College is likely to address any major incident.
- There will be an update provided at the December meeting around the development of the Cyber Incident Response Plan.

There was discussion around the long-term strategy of moving information to the Cloud, with the target of moving large core systems by end December 2024.

In addition, there was discussion on Committee receiving an update going forward rather than an annual review of the entire large volume BCP documentation.
The Committee agreed an update would suffice.

Action: ARC 45–A04 Amend workplan to reflect update of BCP rather than annual review.

Decision: ARC45-D02 The Committee reviewed and approved the Business Continuity Plan for consideration and approval to the Board.

13. AOB

There was no other business.

Date of Next Meeting – Tuesday 10 December 2024 4pm @ Kilmarnock Campus

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