

Audit Committee 5.30 Tuesday 17 November 2009 Ashington Committee Room (re-scheduled from Tuesday 20 October)

	<p>Present: S Barlow (Chair) L Rickerby, C Smith</p> <p>Attending: C Todd, S McNair PWC, W Brown PWC, clerk</p>
,1	There were no eligibility issues and the meeting was quorate.
2	Apologies were received from I Todd
3	<p>Minutes of meeting 7 July:</p> <p>These were considered and agreed as drafted.</p>
4	<p>Matters arising:</p> <p>4.1 The franchise paper would be incorporated into the monthly accounts summary.</p> <p>4.2 The log of issues was dealt with below.</p> <p>4.3 The risk register was dealt with below but not the risk on loans activity specifically – this would be dealt with by adding a standard item to the agenda to consider the risk register with confidential items.</p>
5	<p>2008-2009 External Audit strategy and planning document:</p> <p>This item was for information only now as it dealt with work now completed. C Todd expressed some issues with timing on responses from KPMG which had caused some work planning difficulties for the Finance Department team. He would be discussing this with KPMG.</p> <p>The report was noted.</p>
6	<p>2008-2009 Internal Audit annual report:</p> <p>This had been covered at the Governing body but could now be considered in closer detail if that were necessary. There was discussion on technical issues about protecting the cash management spreadsheet and the Chair noted that this report had been helpfully presented at the full board meeting. The outstanding issues log was for consideration later in the meeting. It was noted that the recovery of debts was a large piece of work that was not completed but was underway. The Chair noted that to her approval most matters had been dealt with in a timely manner.</p> <p>The report was noted and approved.</p>
7	<p>2009-2010 Internal audit timetable:</p> <p>This had been agreed between C Todd and PWC. C Todd noted that the Individual Learner Records audit had now been carried out by the LSC, and had good results with no major substantive issues, and so this review could be taken out of the plan and the time used for an audit on the Work Based Learning Department. This was discussed and agreed.</p> <p>The report was noted and approved and it was agreed to re-allocate the time allowed for the ILR audit to an audit of WBL department.</p>
8	<p>Review of Risk Register:</p> <p>C Todd presented the new format risk register which replaced the old version. The new version was much more concise and the layout easier to use. Questions were raised on the policy for items being entered on the list</p>

	<p>and reviewed and the size of the list itself. C Todd reviewed the policy for managing risk and outlined the process. The size of the list and layout were also discussed with some governors keen to keep the list as short and focussed as possible. Equality and diversity issues and the use of the Vetting and Barring scheme were also raised as potential risks and C Todd noted that H Wright would be able to advise on their management and noted that they were dealt with by a separate committee on Equality and Diversity issues.</p> <p>The new layout was discussed and approved. It was agreed to add Risk Register review as a standard item on the agenda of committees along with confidential items. H Wright to update on the risk of the Vetting and Barring scheme.</p>
9	<p>Log of Outstanding issues:</p> <p>This was reviewed and it was noted that the meeting were pleased to see many items completed. The new format of the log was welcomed and it was much easier to use and keep track of. It would come to every audit committee meeting.</p>
10	<p>Internal audit reports from cycle:</p> <p>Corporate Governance and risk management:</p> <p>The report was presented by S McNair and the findings noted as being moderate risk. It was noted that the actions arising were completed or substantially completed. W Brown had had input into the new risk register plan arising from this audit,.</p> <p>Media Management:</p> <p>This was also a moderate assurance, the report was presented by S McNair and was discussed. There was a question about the Complaints Log and it was agreed that the correct venue for this was the standards committee and it would be brought as soon as possible in the cycle.</p> <p>Strategy and Development:</p> <p>This report was presented by W Brown and discussed. The use of targets was discussed and the need to reconcile strategic aims with measurable targets, this had been highlighted in the audit and by Ofsted. The ways of measuring and setting targets were discussed. There were noted to be areas where no named member of staff was responsible for an action, this was going to be addressed by tying the process back to the individual appraisals system. Governors noted that the objectives of the SMT and governing body needed to be tied into the strategic plan and it was suggested that this could be approached by a one off session with SMT and governors prior to the retreat. The possibility of linking governors in to a curriculum area as in schools, was considered and discussed as being worth exploring.</p> <p>It was agreed to circulate the Corporate Governance and Strategic Development audits to all governors for information.</p>
11	<p>Committee self-assessment:</p> <p>Members were asked if they would kindly return their questionnaires as soon as possible.</p>
12	<p>Any other business:</p> <p>Fraud Policy:</p> <p>This was presented and considered and approved.</p> <p>There were no confidential items.</p> <p>The date of the next meeting was next Tuesday 24 November, joint with Finance & Personnel.</p>

ACTIONS

Risk Register items to be added to all agenda	Clerk
---	-------

WBL audit to replace ILR audit	C Todd and PWC
Vetting and Barring scheme to go on risk register ?	H Wright
Complaints log to go to standards committee	Clerk
Use of link governors to be explored	Clerk
Circulate corporate governance and strategic planning audits to all governors for information	Clerk

