

Audit Committee 2 March 2010, Committee Room, Ashington Campus

	<p>Present : S Barlow(Chair), C Smith, P Langton, L Rickerby</p> <p>In attendance: Clerk, Susan McNair of PWC</p>	
Audit/2mar10/01	<p>Confirmation of eligibility and quorum:</p> <p>The meeting was agreed to be quorate.</p>	
Audit/2mar10/02	<p>Apologies (please advise Clerk):</p> <p>Apologies were received from Wayne Brown of PWC.</p>	
	<p>Auditors and Governors briefing.</p>	
Audit/2mar10/03	<p>Minutes of the meeting held 17 November 2009:</p> <p>The minutes from the last meeting were agreed to be accurate and approved.</p>	
Audit/2mar10/04	<p>Matters arising not otherwise on the agenda:</p> <p>There were no matters arising.</p>	
Audit/2mar10/05	<p>Internal audit reports from cycle:</p> <p><u>General Ledger Report</u></p> <p>The report was given a rating of moderate assurance which was very positive given the College's historically poor finance related audit reports.</p> <p>Page 10 of the report highlighted a medium point.</p> <p><u>HR/Personnel Report</u></p> <p>It was noted that this report was rated as limited and was not positive.</p> <ol style="list-style-type: none"> 1) CRB check – It was discussed and noted that the College may want to update these, but would be expensive and time consuming to do. SB advised that all local authorities do recheck their CRBs in order to avoid any risk. It was noted that REJ, HW and PCa would consider the position. It was noted that the Committee expressed concern with regard to no re-checking. 2) Evidence on file was not complete. It was noted that this needed to be checked in order to have a robust process in place. 3) New appointments – it was noted that this matter needed extra checked as the current HR system was found to be inadequate. CT agreed that the system was not correct due to poor data, however a manual control had been put in place with the FD, Principal and VP needed to sign all future new appointments. 4) Documents for new appointments. A documentation issue was noted. 	

	<p>5) Reconciliation of systems need to be linked to payroll, and needs to be checked that they tie in.</p> <p>6) It was noted that induction was inconsistent and that a policy was needed and a check with regard to the regulations.</p> <p>7) It was noted that there was no mentor allocation system but that there were mentor. It was agreed this needed to be put into a system across college.</p> <p>8) There were some minor points relating to leavers.</p> <p>9) Absence reporting needed to be checked closely. It was noted that this was now monitored through SMT.</p> <p>It was noted that HR was an area which needed more resources.</p>	
Audit/2mar10/06	<p>Risk Management Report:</p> <p>CT advised that the new strategy to the risk register had been agreed and that it would be brought to each meeting. He also commented that he had developed an operational register and that PWC had agreed to train various department regarding risk.</p> <p><u>Strategic register</u></p> <p>CT advised that an SMT member had been allocated a risk, and that most had now been implemented or were ongoing.</p> <p>CT advised that risk was weak on funding targets reported on management accounts.</p> <p>It was noted that the Estates Strategy was not moderated.</p> <p>CT commented that risk(s) were being improved due to them needing a business case for anything over £5k, and were in line with the Financial Regulations.</p> <p><u>Operational</u></p> <p>CT advised that an action plan for risks rated 14 or above were required to keep a handle on key areas.</p> <p>It was asked how the operational register would be shared to which CT advised that they will be brought to this committee all at once to be approved and then would be updated regarding any actions required.</p>	
Audit/2mar10/07	<p>Log of outstanding issues update:</p> <ul style="list-style-type: none"> - CT advised the due to workload this had not been a priority. - Follow up audits would take place in June/July <p>Action: It was agreed not to do this at every meeting and the Committee was happy to rely on annual update from PWC and CT who would bring any noted item that the Committee requested.</p>	
	<p>Any other business:</p> <ul style="list-style-type: none"> - Split audit process 	

	Confidential items and items for the risk register: There were no items to report.	
	Date of next meeting: 22 June 2010	