

## **SOUTH CHESHIRE COLLEGE**

### **MINUTES OF A MEETING OF THE AUDIT COMMITTEE HELD IN CONFERENCE CENTRE, ROOM 1 ON THURSDAY 1 MAY 2008 AT 4.00 PM**

#### **Present:**

S Utting                      (Chair)  
D Felton  
G Martin

#### **In Attendance:**

G Bebbington               (Director of Finance and Administration)  
J Dowell                    (Deputy Director of Finance)  
E Davies-Jones            (Clerk to the Corporation)

The Clerk advised that the meeting was quorate.

#### **A**

#### **12/08 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Bronwyn Dean.

#### **A**

#### **13/08 DECLARATIONS OF INTEREST**

At this point in the meeting the Chair asked the members attending this meeting to declare any personal or prejudicial interests and the nature of that interest, in any item of business on the agenda and, if necessary, to leave the meeting prior to discussion of that item. No declarations of interest were made.

Graham Martin stated that for the purposes of openness he wished to inform the meeting that he had been employed by one of the firms who had submitted a tender to be reviewed at this meeting. He informed members that his employment with that firm had ended some eleven or twelve years ago and that he has had no involvement with that firm since that time and has no current involvement with any of the firms who had submitted tenders .

#### **A**

#### **14/08 FINANCIAL STATEMENTS AUDIT – REVIEW OF TENDERS**

The Director of Finance and Administration presented the paper informing members that following the meeting of the Audit Committee held on 8 March 2008 the College had invited a list of firms to provide indicative quotes for the provision of external audit services to the College. He went on to present a summary of the replies and the detailed indicative quotes received from audit firms. Members noted that in addition to the firms who had been formally approached by the College, an audit firm which had not been formally invited had approached the college and had submitted a quote which had been included in the summary and papers circulated to be considered at this meeting.

Members considered the replies and the summary which provided the comparison of the quotes received, including the costs quoted, the number of days estimated, geographical location, number of external audit assignments in the sector and number of clients in the FE sector.

Following a detailed review of the quotes received ***IT WAS RESOLVED to shortlist Grant Thornton, KPMG and Wylie & Bisset and to invite representatives of these firms to attend for interview by a panel comprising of the Audit Committee members, the Director of Finance and Administration and the Deputy Director of Finance at the College on the afternoon of Wednesday 4 June 2008.***

There being no further business, the meeting concluded at 4.50 pm.

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(Chair)

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