

SOUTH CHESHIRE COLLEGE

MINUTES OF A MEETING OF THE AUDIT COMMITTEE HELD IN THE TOWER BLOCK, ROOM 302 ON THURSDAY 5 MARCH 2009 AT 4.00 PM

Present:

S Utting (Chair)
F Ellison
G Fyffe

In Attendance:

G Bebbington (Director of Finance and Administration) (until the point shown, returning as shown)
J Dowell (Deputy Director of Finance) (until the point as shown, returning as shown)
L Randall (Bentley Jennison, Internal Auditors) (until the point shown)
E Davies-Jones (Clerk to the Corporation)

The Clerk advised that the meeting was quorate.

A

01/09 APOLOGIES FOR ABSENCE

Apologies for absence were received from Graham Martin.

A

02/09 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.

A

03/09 MINUTES OF THE LAST MEETING AND MATTERS ARISING

The minutes of the meeting held on 4 December 2008 were considered and ***IT WAS RESOLVED that they be approved as a true and accurate record and signed by the Chair.***

A

04/09 INTERNAL AUDIT PROGRESS & ASSIGNMENT REPORTS

Lisa Randall informed members that two reports for 2008/09 had been finalised since the last committee meeting.

She informed members that there were no issues arising from the work which would impact on the annual opinion and there were no common themes arising from the reviews undertaken. The first report, "Governance – Key Performance Indicators", is advisory and as a result an audit opinion was not being provided in relation to the control framework for the area under review

and the risks material to the achievement of the organisation's objectives. She informed members that this report had resulted in three recommendations being made, relating to the format and wording of the College's Operational Plan and the process for review by the senior management team of progress against the College's Strategic Plan. The three recommendations had been accepted for implementation by senior management.

The second report "Risk Maturity" had been undertaken as part of the approved internal audit periodic plan in order to understand the College's risk management processes, where the organisation is currently placed on the risk maturity spectrum and the organisation's attitude to risk management. One recommendation classified as "merits attention" had been made in the report and this recommendation had been accepted by management.

Lisa Randall then referred members to client briefings which had been provided by the internal auditors for members information, namely:

- Qualified Provider Framework;
- Illegal Workers – Penalties for Employers'
- Renewing the Physical Infrastructure of the FE Estate: and
- Framework for Excellence Update.

Members also considered the benchmarking report which showed that the College had been given 100% substantial assurance levels across all assurance audits carried out in 2007/08 compared to an average of 81.2% across the internal auditor's further education client base.

IT WAS RESOLVED to receive the report.

A

05/09 MONITORING OF OUTSTANDING RECOMMENDATIONS

Members were informed that there were no outstanding recommendations as all of the audit recommendations made by the College's auditors had been implemented prior to the meeting of this committee held on 9 October 2008.

IT WAS RESOLVED to receive the report

A

06/09 TIMELY SUBMISSION OF FUNDING RETURNS TO LEARNING AND SKILLS COUNCIL

Members received a report from the Director of Finance confirming that since the last meeting all the returns due had been submitted accurately and on time. Members were provided with a list of the 12 returns which had been made since 27 November 2008.

IT WAS RESOLVED to note the timely and accurate submission of the returns to the Learning and Skills Council.

A
07/09 RISK MANAGEMENT

Members considered the risk register incorporating the updating comments.

IT WAS RESOLVED to note the current position in respect of management of the risks in the risk register 2008/09 and advise the Corporation accordingly

The Director of Finance & Administration & the Deputy Director of Finance left the meeting at this point.

A
08/09 CONFIDENTIAL BUSINESS

Lisa Randall confirmed that there were no circumstances which she wished to draw to the attention of the Committee in the absence of management.

The Director of Finance & Administration & the Deputy Director of Finance rejoined the meeting at this point. Lisa Randall left the meeting at this point.

A
09/09 INTERNAL AUDITORS INDICATIVE QUOTES

Following the decision of the Audit Committee on 9 October 2008 (ref: Minute number A30/01/08), the Director of Finance and Administration presented the paper providing members with a summary of the replies received from the audit firms invited to provide indicative quotes for the provision of Internal Audit services to South Cheshire College.

Members reviewed the information which had been provided by 8 firms and following discussion determined that four firms should be shortlisted to be invited to interview.

IT WAS RESOLVED to approve that four firms: Baker Tilly, Tenon, Bentley Jennison, and Wylie and Bisset should be invited to interview at a date to be fixed in late April/early May.

A
10/09 DATES OF MEETINGS

Members noted that in addition to the date to be fixed for the interviewing of the shortlisted firms for internal audit provision, the dates of the next meetings of the Audit Committee will be held as follows:

Thursday 18 June 2009 at 4pm
Thursday 8 October 2009 at 4pm

There being no further business, the meeting concluded at 5.55pm.

.....
(Chair)

Production: 6 March 2009
Chair's Approval: 6 March 2009
Committee's Approval: 18 June 2009
Reported to Corporation: 27 March 2009