

2/B/AC(2.15)

ROLLING AUDIT ACTION PLAN REVIEW

Received: DOCUMENT 2/B/AC(2.15) (file copy entered).

Human Resources Healthcheck: 13/14 Sept. 2014

Members considered the Report in detail and noted that the recommendations contained therein had either been fully implemented or were in the process of being implemented.

3/B/AC(2.15)

NEW AUDIT REPORTS

Received: DOCUMENTS 3/B(i)-(ii)/AC(2.15) (file copies entered).

(i) Further Education: Internal Audit Benchmarking – Baker Tilly

Members were very pleased to note the excellent performance of Cardinal Newman College when benchmarked against other Colleges in the comparison assurance levels provided by the internal audit service across all assurance audits during 2013/14.

It was agreed that it would be useful if the Director of Corporate Resources (BD) contacted the authors to ascertain if there were any specific actions related to the Report that the College needs to take currently or in the future. In particular, members felt that clarification was needed as to whether the College will receive Benchmarking Reports in future now that the College does not have a full internal audit service and to confirm that the College would continue to receive the Client Briefings previously included in Progress Reports from Baker Tilly.

Action: Director of Corporate Resources (BD)

(ii) Health and Safety Assurance Review - Ridge

Members considered in detail the very full Health and Safety Review and noted the recommendations relation to the provision of information to the Lead Committee and attendance by the relevant College Manager at meetings of that Committee.

It was agreed that the Review should be submitted for consideration by the Lead Committee – the Staffing and Remuneration Committee – at its next meeting.

Members then considered Student Visits and Residential Trips and sought assurance that this important matter was considered on a regular basis.

A full report on this item was considered by the Lead Committee – currently the Curriculum, Quality and Standards Committee – at its meeting on 22nd January 2014 and by the Board of Governors at its meeting on 2nd April 2014.

In the College Policies List the Policy and Procedures are listed for annual review and will, therefore, be received for consideration at the meeting of the Lead Committee on 6th May 2015 and by the Board of Governor at its meeting on 8th July 2015..

Action: Clerk to the Governing Body

4/B/AC(2.15)

RISK MANAGEMENT: TERMLY UPDATE REPORT

Received: **DOCUMENT 4/B/AC(2.15)** (file copy entered) and oral report from the Director of Corporate Resources. (BD)

Members received details related to the top risks that the College was facing.

Members then considered the Risk Register in detail and noted the following, inter alia:

- that for Risk 43 the Gross Risk and the Net Risk had the same rating;
- that it was felt that matters related to Password Protection should be covered under Risk 25 – Network Security, and Online Fraud under Risk 53 – Financial and Reputational Loss;
- that with regard to extremism, this appeared to be covered under Risk 36 – Safeguarding but should also be listed as an action point in the annual Governance Self-Assessment Report;

Action: Director of Corporate Resources (BD)
Clerk to the Governing Body

5/B/AC(2.15)

BOARD ASSURANCE FRAMEWORK

Received: **DOCUMENT 5/B/AC(2.15)** (file copy entered) and oral report from the Director of Corporate Resources. (BD)

Members received a very full update related to the Health and Safety Assurance Review and considered the lessons that had been learned from the exercise related to the appointment and review process.

Members also considered the proposed implementation of the Baker Tilly review of the Assurance Framework and agreed that a draft Assurance Plan for 2015/16 should be brought for consideration to the next meeting of the Audit Committee. Members also noted the progress and costings related to the implementation of the 2014/15 Assurance Plan. The Director of Corporate Resources noted that it might not be possible to arrange the Disaster Recovery Review in the current year and that it might be better to plan for the review to be undertaken after the Disaster training planned for the later Summer Term.

Members considered in detail a number of matters relating to Board Assurance including the following:

- who should be responsible for determining the priority rating for future assurance reviews and should the decision be budget driven or risk driven? Members were clearly of the opinion that the reviews should be risk driven and that members of the committee should be asked for their opinions before risk reviews were prioritised and agreed. Where possible, the Committee (either directly or through the Chair) should agree the remit of the review and the appointment process;
- that the Assurance Plan for the current year should be adjusted to include a follow-up review of audit recommendations. It was also suggested that it might be appropriate for testing of network security to be included in the Assurance Plan as such an exercise was included as an action point in the Risk Register;
- Disaster Recovery was felt to be a key risk and it was agreed that further consideration of this item should take place at the next meeting of the Committee. In this connection the Clerk was unsure whether this risk should be included under the annual review by the Finance and Premises Committee of the Business Continuity and Recovery Plan. This could be further considered at the next meeting of the Committee;
- that in the Risk Register it would be useful if in future risks could be ordered and listed under each Lead Committee. It would also be useful if the Audit Committee could, at its next meeting, consider this revised list, to ensure that all risks were being appropriately covered. This would also be helpful in determining priorities for future Assurance Reviews;

Action: Director of Corporate Resources
Clerk to the Governing Body

6/B/AC(2.15)

ASSOCIATION OF COLLEGES: AUDIT PRESENTATION: 4th DECEMBER 2014

Received: Appropriate slides from the presentation.

Members considered matters arising from this Audit Presentation that had been attended by 3 members of the Committee.

In the ensuing discussion, members considered the desirability of inviting Risk Owners to attend meetings of Committees, including the Audit Committee, to discuss key risks, thus providing Committee members with a better insight into risk areas. The discussions would include the nature of the risk, the basis for risk scores, the operation and effectiveness of key controls and any actions in progress. It was felt that such discussions would inform the relevant Committee as to whether additional assurance was necessary and would assist the Audit Committee in formulating assurance plans.

In connection with this discussion, it was suggested that IT Security should be the first area for discussion at the next meeting of the Audit Committee.

Action: Director of Corporate Resources (BD)
Clerk to the Governing Body

4. DATE AND TIME OF NEXT MEETING

The next ordinary meeting of the Committee is scheduled to be held at **4.00 p.m.** on **Wednesday 10th June 2015** in the **Conference Room** at **the College**.