



## BURY COLLEGE FURTHER EDUCATION CORPORATION

### MINUTES OF THE AUDIT COMMITTEE MEETING HELD VIA TEAMS ON TUESDAY, 7<sup>th</sup> MARCH 2023

Meeting Commenced: 1.00 p.m.  
Meeting Closed: 1.31 p.m.

**Present:**

Liaqat Ali	Independent Corporation Member - Chair
Anne Holt	Business Support Staff Corporation Member
Phil Johnson	Independent Corporation Member

**In Attendance:**

Tracy Kitchingman	Vice Principal Finance and Corporate Resources
Peter Ryan	Clerk to the Corporation
Becky Tootell	Deputy Principal Curriculum and Quality
William Simpson	RSM

<b>AC22/23.14</b>	<b><u>APOLOGIES FOR ABSENCE (AGENDA ITEM 1)</u></b>
	Apologies for absence were received from Peter Bury, Danny Weidenbaum and Scott Gillon.
<b>AC22/23.15</b>	<b><u>DECLARATIONS OF INTEREST (AGENDA ITEM 2)</u></b>
	There were no other declarations of interest in relation to any of the items on the Agenda for the meeting.
<b>AC22/23.16</b>	<b><u>STANDING ITEM – Meeting between Auditors and the Audit Committee (AGENDA ITEM 3)</u></b>
	The Audit Committee agreed that there was no reason to meet with the Auditors to the exclusion of College Management.
<b>AC22/23.17</b>	<b><u>MINUTES (AGENDA ITEM 4)</u></b>
	The Minutes of the Audit Committee meeting held on 29 <sup>th</sup> November 2022 were approved and signed as a true and correct record.
<b>AC22/23.18</b>	<b><u>MATTERS ARISING (AGENDA ITEM 5)</u></b>
	The Clerk presented the Matters Arising Report and advised the Committee that all agreed actions had been implemented.
	It was <b>Resolved</b> that the contents of the report and management actions implemented should be noted.
<b>AC22/23.19</b>	<b><u>INTERNAL AUDITORS (AGENDA ITEM 6)</u></b>
	<p><b>a) Academic Quality Framework - FE</b> William Simpson, RSM introduced the report and highlighted the following:</p> <ul style="list-style-type: none"> <li>• Taking account of the issues identified, the Corporation can take reasonable assurance that the controls upon which the College relies to manage the identified area are suitably designed and are being consistently applied;</li> <li>• RSM had identified 2 examples of good practice within their client base that the College may wish to consider; and</li> <li>• 2 low priority management actions had been identified and agreed.</li> </ul>

	It was <b>Resolved</b> that the contents of the report should be noted.
	<p><b>b) Learner Number Systems – Controls and Reporting</b></p> <p>William Simpson, RSM introduced the report and highlighted the following:</p> <ul style="list-style-type: none"> <li>• Due to the advisory nature of this audit, RSM had not provided a formal assurance opinion;</li> <li>• No management actions had been recommended as a result of this audit.</li> <li>• As a result of testing, RSM identified similar processes to be in place for the cleansing of ILR data by the Head of MIS, MIS Team, the Funding &amp; Planning Team and Registry, as seen at similar organisations within their client base; and</li> <li>• RSM identified a suite of data analysis tools to be utilised by the College and identified responsibilities to be delegated within the MIS Team, the Funding &amp; Planning Team and Registry to ensure that ILR errors are investigated.</li> </ul>
	It was <b>Resolved</b> that the contents of the report should be noted.
	<p><b>c) Internal Audit Progress Report 2022/23</b></p> <p>William Simpson, RSM introduced the report and confirmed that there had been no changes to the Internal Audit Plan for 2022/23. Audits to be completed and reported to the Committee in June 2023 were as follows:</p> <ul style="list-style-type: none"> <li>• Safeguarding and Site Security Arrangements;</li> <li>• Procurement and Creditor Payments Process; and</li> <li>• Follow Up Assignment.</li> </ul> <p>In addition, RSM had issued the following briefings and updates:</p> <ul style="list-style-type: none"> <li>• <i>Counter Fraud - Secondary Employment Risk Spotlight (November 2022);</i></li> <li>• <i>Invitation: Future of Finance - the role of Finance in leading a data and analytics strategy (November 2022);</i></li> <li>• <i>National Minimum Wage Brunch Seminar (November 2022);</i></li> <li>• <i>Autumn Statement 2022 (November 2022);</i></li> <li>• <i>Invitation to RSM/CIPFA Public Procurement Webinar (December 2022);</i></li> <li>• <i>The Real Economy: Business Resilience (December 2022); and</i></li> <li>• <i>Procurement and Contract Management Newsletter (January 2023).</i></li> </ul> <p>Following a question, it was confirmed that the Internal Audits were being conducted both remotely and on-site. This was working effectively for both RSM and the College.</p>
	It was <b>Resolved</b> that the contents of the report should be noted.
	<p><b>d) RSM FE Benchmarking Report 2021/22</b></p> <p>William Simpson, RSM presented the report and confirmed that the report provided a benchmark for RMS individual clients, to self-assess themselves against all of our further education (FE) clients and in addition, includes data on the annual opinions we have provided at year end.</p> <p>All of the benchmarking data provided in this report was based on all of the internal audit assurance reports and annual reports we have issued to our FE clients during the audit year 2021/22. This provided the Committee with a useful snapshot of the College's positive performance against others in the sector.</p>
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>AC22/23.20</b>	<b>EXTERNAL AUDITORS (AGENDA ITEM 7)</b>
	There were no planned reports from the College External Auditors.

<b>AC22/23.21</b>	<b>OTHER AUDITS (AGENDA ITEM 8)</b>
	<b>a) GMCA – Compliance Check 2021/22</b>
	The Vice Principal confirmed that a GMCA Adult Education budget compliance check took place in June 2022. A Green/Amber rating was received, with positive feedback from auditors on accuracy and consistency of paperwork. The provider feedback report identified RAG rated observations, the College's response, responsible person and dates for implementation. Of the 7 observations, 7 were green and 2 were Amber.
	Following questions, it was confirmed that all actions required had been implemented.
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>AC22/23.22</b>	<b>MONITORING REPORTS (AGENDA ITEM 09)</b>
	<b>a) Risk Management Register 2022/23</b>
	The Vice Principal confirmed that the College had a targeted Risk Management approach including a comprehensive College Risk Register with the same sections as the Strategic Plan. This risk assessment identifies the top ten high risks that are monitored in detail by the Leadership Team throughout the year in the High-Risk Action Plan.
	The College Risk Register and the High-Risk Action Plan was reviewed by the last Audit Committee on 29th November 2022. The High-Risk Action Plan had now been updated on actions in Term 2 up to February 2023 by risk owners and was reviewed by Leadership Team on 28th February 2023.
	Following questions, it was confirmed that the effectiveness of cyber security arrangement was monitored by the College business continuity group, where risks were identified, mitigated and managed.
	Phil Johnson expressed his thanks to the College IT team for resolving an issue with access to Teams meetings.
	It was <b>Resolved</b> that the contents of the report should be noted.
	<b>b) Accuracy of Funding and Data Returns</b>
	The Vice Principal confirmed that the College had a good track record of accurate and timely funding and data returns. All Returns for 2021/22 were all completed timely and accurately, this has been maintained in 2022/23
	The team worked diligently to ensure that we accurately recorded all ILR data for the R04 return, ensuring an error free return with accurately recorded Study Programme Hours. This ensured that the College maximised student numbers which determines lagged funding for future years.
	Additional checks continued to take place to ensure the data submitted to the funding bodies is accurate, error free and complete.
	It was <b>Resolved</b> that the contents of the report should be noted.
	<b>c) Fraud Log</b>
	The Clerk confirmed that the College Fraud Log was presented to the Audit Committee, in accordance with Bury College Anti-Fraud and Irregularity Policy. The Fraud Log recorded the nature of suspected/actual fraud/irregularity, actions taken to prevent reoccurrence and lessons learned.
	It was <b>Resolved</b> that the contents of the report should be noted.

	<b>d) Gifts/Hospitality/Overseas Travel</b>
	The Vice Principal confirmed the following: <ul style="list-style-type: none"> <li>• <b>Overseas Travel</b> – There had been no business trips abroad in 2022/23 year-to-date. The College ran a small number of student trips abroad mainly for travel &amp; tourism students. The aim was that they were cost neutral from student contributions. The cost of the trip was covered for the accompanying staff. There had been 1 trip in 2022/23; Travel &amp; Tourism students visited Disneyland Paris 30<sup>th</sup> January to 3<sup>rd</sup> February 2023.</li> <li>• <b>Gifts &amp; Hospitality</b> – The report provided a summary of gifts received to date.</li> </ul>
	It was <b>Resolved</b> that the contents of the report should be noted.
	<b>e) Audit Recommendations Monitoring Report Update</b>
	The Clerk introduced the report and asked Members to consider and note the Audit Recommendations: Implementation Tracking Report, as at March 2023. It was anticipated that all agreed 2021/22 actions would be implemented by the date of the next Committee meeting.
<b>AC22/23.23</b>	<b>POST MEETING EVALUATION (AGENDA ITEM 10)</b>
	The Clerk presented a summary of the post meeting evaluation responses from the meeting held on 29 <sup>th</sup> November 2022 and it was noted that the overall feedback was positive with no concerns having been highlighted.
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>AC22/23.24</b>	<b>DATE AND TIME OF NEXT MEETING (AGENDA ITEM 11)</b>
	• 1.00pm Tuesday, 20 <sup>th</sup> June 2023

There being no further discussion the meeting closed at 1.31 p.m.

Signed and approved as an accurate record of the meeting

Signature.....Date.....

Summary of Actions - Audit Committee 7 <sup>th</sup> March 2023			
Item	Action	Person Responsible	Timescale
	There were no actions arising		