

# BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

## AUDIT COMMITTEE

Minutes of a Meeting held on Wednesday 28 February 2007 at 5.00pm

<b>Membership:</b>	* Mr N Clarke	Loc Auth Member	Chairman
	* Prof G Batstone	Business Member	
	* Mr D Swatton	Business Member	
	* Mr R Young	Business Member	
	* Member present		
<b>Quorum:</b>	3 Members required	4 present	Meeting quorate
<b>In Attendance:</b>	Mr S Burrell	Clerk to the Corporation	
	Mr A Gwyer	Strategy & Partnerships Director (From Minute 25)	
	Ms C King	Chief Accountant	
	Ms G Livingstone	Bentley Jennison (Internal Auditor)	
	Mr D Moir	Director of Finance & Information Services (DFIS)	
	Mrs S Parker	Student Administration Manager	
	Mr P Phillips	Deputy Principal	

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### 19. Apologies for Absence

Graham Clark (Bentley Jennison)

### 20. Declarations of Interest

There were no Declarations of Interest made.

### 21. Notification of Any Other Business

There were no items of Any Other Business notified.

### 22. Minutes of the Previous Meeting

The Minutes of the meeting held on 15 November 2006 were confirmed as a correct record, and were signed by the Chairman, subject to the following amendment:

Minutes 9.3, 9.4 and 9.5: amend year in resolution to read "2005/06"

### 23. Matters Arising

There were no Matters Arising discussed.

### 24. Progress Report on the Implementation of Recommendations from Previous Audit Reports

A written report was received and considered. The DFIS and Deputy Principal took Members through the report and updated them on progress made to the items contained within the report. It was noted that there were still some recommendations yet to be completed owing to sickness absence during the summer period. The DFIS also confirmed that all recommendations from all reports were regularly reviewed and progress updated.

**24. (cont)**

In response to a specific question, it was suggested that the need for staff to update their CRB checks on a regular basis should be included as a contractual requirement. The Deputy Principal agreed to raise this matter with the Personnel manager. **ACTION: Deputy Principal**

*(Alan Gwyer joined the meeting)*

**25. Internal Audit Service Reports**

**1. Estates Management (04.06/07)**

A written report was received and considered. The Internal Auditor took Members through the report and advised that her overall conclusion was that the systems provided substantial assurance that risks material to the achievement of the College's objectives were adequately managed and controlled. She had made 3 'merit attention' recommendations, all accepted by College Management.

**2. Payroll (02.06/07)**

A written report was received and considered. The Internal Auditor took Members through the report and advised that her overall conclusion was that the systems provided adequate assurance that risks material to the achievement of the College's objectives were adequately managed and controlled. She had made 3 'significant' and 3 'merit attention' recommendations, all accepted by College Management. It was also noted that a new HR IT system was due to be installed by July 2007 that would improve operations and reduce duplication of activity.

**3. Risk Management (05.06/07)**

A written report was received and considered. The Internal Auditor advised that the report was undertaken on an advisory basis. She took Members through the report and advised that the overall conclusion was that the systems were sufficiently robust to provide assurance that the activities and procedures in place would achieve the objectives for the system. She had made 1 'significant' and 5 'merit attention' recommendations, all accepted by College Management.

**4. Research Machines Service Provision and Contract Management (03.06/07)**

A written report was received and considered. The Internal Auditor took Members through the report and advised that the overall conclusion was that the systems provide substantial assurance that risks material to the achievement of the College's objectives were adequately managed and controlled. She had made 1 'significant' and 2 'merits attention' recommendations, all accepted by College Management.

**5. Internal Audit Progress Report**

A written report was received and considered. The Internal Auditor took Members through the report, and advised that progress was on target with the annual plan.

**26. Funding Audit 2006/07**

The DFIS advised that the Corporation had previously agreed to consider a detailed Funding Audit in alternate years; 2006/07 being the next year for consideration. He proposed that the decision to undertake a Funding Audit be deferred until the next meeting as the Internal Auditor would have undertaken a number of other reviews that could have a bearing on funding matters. **ACTION: DFIS**

**It was AGREED to consider the need for a Funding Audit at the next meeting.**

**27. Risk Management**

Included in Minute 25.3 above.

**28. Revised Financial Memorandum Part 1**

A written report was received and considered. The Clerk advised that the LSC had revised the Financial Memorandum following consultation within the Sector. He highlighted a requirement for the Corporation to ensure that there were specific procedures in place that it (the Corporation) would expect the Clerk to follow if he (the Clerk) believed the Corporation or any of its Members were seeking to act beyond their powers. A proposed process was considered.

The Clerk advised that the F&R Cttee had also considered this matter and that they had expressed their concerns at the wording of the proposal to authorise the Clerk to obtain initial legal advice on such matters without the agreement of College Management or the Corporation. The F&R Cttee had proposed that this section be amended to read "... to obtain further advice on such issues with the agreement of the Corporation." members agreed with this proposed change.

**It was RESOLVED to RECOMMEND to the CORPORATION that:**

- 1. The conditions of funding set out in the revised Financial Memorandum Part 1, be noted,**
- 2. The procedure set out in Paragraph 3 (as amended) of the report be agreed.**

**29. Use of College Seal**

The Clerk advised that the Seal had not been used in the period since the last meeting.

**30. Any Other Business**

There were no items of Any Other Business discussed.

**31. Dates of Future Meetings**

Wednesday 13 June 2007, commencing at 5.00pm.

**32. Exclusion of Officers**

The Deputy Principal, Director of Finance & Information Services, Strategy & Partnerships director, the Chief Accountant and the Student Administration Manager left the meeting.

**33. Opportunity for Internal and Financial Statements Auditors to Comment on any Aspects of Audits**

The Internal Auditor advised that she had no matters that she wished to raise.

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