

Unconfirmed (v1 17/6/2021)

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

Owing to the national emergency restrictions imposed by HM Government because of the global Covid 19 pandemic this meeting was held by video conference

AUDIT COMMITTEE

MINUTES OF A MEETING HELD ON WEDNESDAY 16 JUNE 2021

Membership (7):	*	Charles Cardiff	External Member	Chair
	*	Nicole Martin	Co-opted Member	
	*	Martin Slatford	External member	
	*	Pamela Woolgrove	External Member	Vice Chair
		Vacancy (TS)	External Member	
		Vacancy (MM)	Member	
		Vacancy (CM)	Member	
Quorum:		3 Members required	4 Members present	Meeting quorate
In Attendance:	*	Anthony Bravo	Principal	
	*	Simon Burrell	Clerk to the Corporation (Clerk)	
	*	Chris Mantel	Alliotts (Financial Statements Auditor) (FSA)	
	*	Kevin Moloney	TIAA (Internal Auditor) IA(km)	
	*	David Moir	Deputy Principal Finance & Resources (DPFR)	
	*	Clarence Mpofo	TIAA (Internal Auditor) IA(cm)	
Present at meeting:	*			

PART 1: NON-CONFIDENTIAL MATTERS

(5.00pm)		ACTION
713.	APOLOGIES FOR ABSENCE There were no apologies received.	
714.	DECLARATIONS OF INTEREST There were no Declarations of Interest made.	
715.	MINUTES OF THE PREVIOUS MEETING The Minutes of the meeting held on 28 April 2021 were confirmed as a correct record and would be signed by the Chair as soon as national restrictions allowed.	
716.	MATTERS ARISING FROM THE MINUTES There were no Matters Arising from the Minutes that were not due to be considered elsewhere at the meeting.	

717.	<p>INTERNAL AUDIT REPORTS</p> <p>1. Summary Internal Controls Assurance Report (Progress Report) 2020/21</p> <p>A written report was received for information and noted. The IA(km) advised that since the last meeting, a further review (Sub-contracting) had been completed (see below), two other reviews (ICT Cyber Security and Business Continuity Planning) were being finalised, and the remaining two reviews (Learner Numbers and Learner Number WBTC) from the 2020/21 plan were scheduled to start in late June 2021.</p> <p>The Principal requested that the review on learner numbers at WBTC be deferred to September 2021 as WBTC was currently in the process of appointing a new Finance Director and did not have the staffing capacity to undertake the review until that appointment had been made.</p> <p>2. Assurance Review: Sub-contracting</p> <p>A written report was received for information and noted. The IA advised that he had issued an overall assurance assessment of 'substantial assurance'. A total of 4 recommendations (all graded 'routine') had been made, all of which had been accepted by College Management. The IA took the Ctte through the recommendations and outlined the management responses and progress made.</p> <p>3. Internal Audit Plan 2021/22</p> <p>A draft Internal Audit Plan was received for discussion. The IA(cm) advised that in developing the Plan he had reviewed the three-year strategic internal audit plan agreed in the previous year and discussed progress against it with the College. He advised further that the draft Plan was based on 35 days internal audit work (including 5 days as the Audit Committee's contingency allocation) and covered seven main reviews:</p> <ol style="list-style-type: none"> 1. Performance Management and Governance Arrangements 2. Risk Management Arrangements 3. Key Financial Controls and budgetary control arrangements 4. Purchasing and procurement 5. Learner Numbers – Compliance Testing 6. Sub-contracting 7. ICT – Information Security <p>The Ctte noted the proposed Plan. It was agreed to confirm the final Plan at the next meeting of the Ctte.</p> <p>4. Audit Ctte's Contingency Allowance</p> <p>The Chair of the Audit Ctte highlighted the need for the College to undertake more detailed post-audit reviews of projects that had been undertaken. He proposed that the IA undertake a review of the Electric Vehicle project, that had recently been completed. The Principal requested that the review be undertaken in early 2022 as the new Centre Manager had only been appointed that week and required time in post to prepare for a review.</p> <p>The Ctte would confirm the scope of the review by the next meeting of the Ctte. The IA would log the proposed review in the Internal Audit Plan 2021/22.</p>	<p>Internal Auditor</p> <p>Audit Ctte</p>
718.	<p>FINANCIAL STATEMENTS AUDIT PLAN 2020/21</p> <p>A written report was received and considered. The FSA took the Ctte through his proposals for the review of the financial statements for 2020/21. He advised that the level of materiality would be set at 2%: BCoT = £335k, WBTC = £38k.</p>	

718. (cont)	<p>The FSA highlighted the importance of College Corporations seeking greater assurance on funding-related matters. He advised that this would be achieved through the work of the Internal Auditor in undertaking specific funding-related reviews.</p> <p>In response to a question from a Member, he confirmed that any key risks identified that would be considered as a potential adjustment would be highlighted in order for the Audit Ctte and the Corporation to consider and accept.</p> <p>The FSA highlighted changes to the Audit Code of Practice and the requirement for Corporations to be able to gain sufficient assurance on funding matters before the accounts were signed-off. He advised that following a recent meeting between external audit providers and the ESFA, the ESFA had confirmed that they (ESFA) would be satisfied that that requirement had been met if the Chair of a Corporation attended the relevant Audit Ctte meeting as a guest in order to receive appropriate assurance from the FSA, and, subsequently, to be able to assure the Corporation (along with the assurance from the Audit Ctte) on the final funding claim that was due to be submitted to the ESFA in October 2021.</p> <p>In response to a question from a Member regarding the funding audit in respect of WBTC, the FSA advised that he would be required to undertake additional work in reviewing their funding in order to give assurance to the WBTC Trust Board, who, in turn, would give assurance to BCoT (as the 'parent' body) on their final funding claim.</p> <p>The FSA's proposals for the financial statements audit 2020/21 were noted.</p>	
719.	<p>USE OF COLLEGE SEAL</p> <p>The Clerk advised that the College Seal had not been used in the period since the previous meeting.</p>	
720.	<p>DATES OF FUTURE MEETINGS <i>(Meetings commence at 5.00pm unless stated)</i></p> <p>Wednesday 24 November 2021 Wednesday 23 March 2022 Wednesday 15 June 2022</p>	
721.	<p>CONFIDENTIAL MINUTES OF THE PREVIOUS MEETING</p> <p>The Confidential Minutes of the meeting held on 28 April 2021 were confirmed as a correct record and would be signed by the Chair as soon as national restrictions allowed.</p>	
722.	<p>CONFIDENTIAL MATTERS ARISING FROM THE MINUTES</p> <p>There were no Confidential Matters Arising from the Minutes that were not due to be considered elsewhere at the meeting.</p>	
723.	<p>EXCLUSION OF OFFICERS</p> <p>No Officers were excluded from the meeting.</p>	
724.	<p>AUDITORS' ONLY</p> <p>The Internal Auditor and the FSA advised that they had no matters to raise.</p>	
(5.48pm)	Meeting closed	
Confirmed as a correct record		24 Nov 2021