

**MINUTES of the MEETING of the AUDIT COMMITTEE held in the Boardroom, 1 Inverness Campus, on Tuesday 26<sup>th</sup> November 2019**

**PRESENT:** Hazel Allen, Sarah Burton, Jaci Douglas, Chris O'Neil, Innis Montgomery

**CHAIR:** Hazel Allen

**APOLOGIES:** Fiona Neilson, Steve Walsh

**ATTENDING:** Director of Organisational Development  
Director of Finance  
Steven Reid, EY  
Tony Barrie, BDO LLP, Internal Auditors  
PA to the SMT and Principal (clerk)

**1. MINUTES**

The Minutes of the Meeting of the Audit Committee held on 17<sup>th</sup> September 2019 were **AGREED** as a correct record, were **APPROVED** and signed by the Chair.

**2. OUTSTANDING ACTIONS**

The Committee **AGREED** which actions had been completed and could be signed off and those which were still outstanding and would remain on the list.

**3. ANNUAL BOARD REVIEW OF RISK MANAGEMENT POLICY**

The Colleges Risk Management Policy was presented for annual review. The Committee **AGREED** that this policy would move to a minimum 3 year review cycle from this point forward.

**4. INTERNAL AUDIT REPORTS**

BDO LLP internal Auditor presented the following reports:-

- BDO Management Letter FES Return Audit 2018-19 October 2019
- SSF Management Letter 2018-19
- EMA Management Letter 2018-19
- Research Governance Report
- Follow Up Review 2018-19
- Internal Audit Terms of Reference Estates Management 2019-20
- Internal Audit Terms of Reference Health and Safety 2019-20
- Internal Audit Terms of Reference Marketing and Communications 2019-20

BDO were asked to clarify a statement within the FES return regarding fundable student numbers and agreed to do that.

The Director of Finance advised that the Scottish Funding Council (SFC) had subsequently adjusted the total actual credits to 29,211.

**5. OUTSTANDING INTERNAL AUDIT RECOMENDATIONS**

A report provided by the Finance Director was presented to provide the Committee with an updated position regarding the implementation of action points arising from both Internal Audit reports and the annual external audit that have not already been reported to Committee as completed.

The Principal advised that an additional member of staff would be employed in the Finance Department. This role would be agreed by the interim Director of Finance and the Finance Manager.

**6. VALUE FOR MONEY AND PROCUREMENT ANNUAL REPORT 2018/19 - CONFIDENTIAL**

A report provided by the Contracts and Procurement Coordinator, APUC Supply Chain Manager and APUC UHI Shared Service detailed the College outcomes against objectives set in 2016/17 audit committee value for money report. It also provides 2018/19 tendering activity and sets 2019/20 procurement objectives. The committee **noted** their thanks for the report.

**7. RISK REGISTER - CONFIDENTIAL**

A report had been prepared by the Director of Finance which provided the Committee with a status update of the risks recorded on the Inverness College UHI Corporate Risk Register. The current full risk register had been provided to the Committee for review.

**8. JOINT AUDIT CHAIRS MEETING**

The Chair advised that she did not attend the meeting.

**9. FINANCE SYSTEM STATUS UPDATE (CONFIDENTIAL)**

The Finance Director provided a verbal update in terms of the UHI finance system.

**10. BUSINESS CONTINUTITY (CONFIDENTIAL)**

A report had been prepared by the Estates and Campus Services Manager which sets out developments since the last meeting regarding Business Continuity.

**11. HEALTH AND SAFETY**

A report had been prepared by the Estates and Campus Services Manager which provided the Committee with the annual report 2018/19 on matters pertaining to health and safety. The Director of Organisational Development provided a verbal update in relation to the work undertaken in relation to mental health support for staff and students. The Principal advised that a request to UHI Executive Office to hold a UHI wide symposium on mental health/safe campus had been made. The Chair suggested that information in relation to mental health was included in the Health and Safety report and a structural process such as the physical health and safety process, was put in place for mental health.

**12. COMPLAINTS – QUARTERLY REPORT**

A report had been prepared by the Quality Manager which provided an analysis of complaints year to date, covering Quarter 1. The committee noted the report.

**13. AOCB**

No items raised.

**14. DATE OF NEXT MEETING – TUESDAY 10<sup>TH</sup> MARCH 2020 @ 8.30 A.M.**

**Signed on behalf of the Chair:**



**Date:** 10.03.20