

# Audit Committee

You are invited to attend a meeting of the **Audit Committee** to be held on  
**Tuesday 26 November 2013** in the **Kildean Suite, Stirling Campus** at **5.30pm**.

## Agenda

1. Apologies for Absence
2. Declarations of Interest

### FOR APPROVAL

3. Minute of Audit Committee of 5 September 2013
4. Matters arising
  - a) A/13/004 Internal Audit Annual Report
5. Revised Internal Audit Annual Report (Tabled) Baker Tilly
6. Draft External Audit Annual Report to the Board Henderson Loggie
7. Audit Committee Chairs Annual Report to the Board of Management Bob Gill
8. Internal Audit Project Plan Baker Tilly
9. Draft Annual Report and Financial Statements 2012/13 (Joint item with Finance Committee) Alison Stewart

### FOR DISCUSSION

10. Progress Report on Audit Recommendations Stephen Jarvie
11. Internal Audit: Presentation of Reports Baker Tilly
  - a) Post Implementation Review
  - b) Business Continuity
  - c) Stock Control
  - d) Collection of 2012-2013 Student Activity Data
12. Risk Management Alison Stewart
13. Review of Risk
14. Any other competent business

### FOR INFORMATION

Programme of Committee Business

## Audit Committee

<b>Meeting:</b>	<b>Audit Committee</b>
<b>Location</b>	<b>S1.18 Stirling Campus</b>
<b>Date:</b>	<b>5 September 2013 (commencing at 5.30pm)</b>

Present: Mr Bob Gil (Chair)  
Mrs Beth Hamilton

Apologies: None

In Attendance: Mr Stephen Jarvie, Corporate Governance and Planning Officer  
Mrs Alison Stewart, Director of Finance and Corporate Services  
Ms Claire Monaghan, Baker Tilly  
Mrs Cathie Wyllie, Henderson Loggie  
Mrs Colette Filippi, Acting Associate Principal Business Development

### **A/13/001 Declarations of Interest**

None

### **A/13/002 Minutes of meeting held on 7 February 2013**

The Minutes of meeting of 7 February 2013 were approved as a correct record.

### **A/13/003 External Auditor Annual Plan**

Cathie Wyllie, Henderson Loggie, outlined the intended audit plan for the 2012/13 annual accounts. She noted that there were no current issues identified relating to the College beyond those being experienced across the sector.

Henderson Loggie have conducted an interim review which has not highlighted any issues.

Mrs Wyllie highlighted the proposed fee for this activity of £22,753.

a) Members approved the External Auditor Annual Plan

### **A/13/004 Internal Audit Annual Report**

Claire Monaghan, Baker Tilly, presented the internal audit annual report and noted that, while the report does highlight the low level of audit activity to date, that Baker Tilly and the College have agreed on timescales to utilise the remaining audit activity. She noted that two of these audits were currently underway.

Ms Monaghan provided members with an overview of the outstanding audit activity and associated timescales.

Members queried whether the delay in internal audit was a concern to Henderson Loggie. Mrs Wyllie noted that the interim review conducted and the work to date did not raise any areas of concern.

The Director of Finance and Corporate Services also highlighted the change to the financial year end owing to the re-classification of College's by ONS. As this would affect the timings for external audit in future years, she sought input from members on how best to schedule internal audit activity.

- a) Members approved the content of the Internal Audit Annual Report.
- b) Members recommended that the Internal Audit plan for 2013/14 be an 8 month plan and that the College should move to annual plans from 1 April 2014 onwards
- c) Baker Tilly agreed to issue an Internal Audit Annual Report reflecting the activity completed between August and September 2014 prior to the finalisation of the External Audit

**A/13/005 Matters arising**

- a) A/12/026 Progress Report on Audit Recommendations

The Corporate Governance and Planning officer reported that this matter would be covered in the Committee reports.

- b) A/12/028 Risk Management/Risk Review Session

The Corporate Governance and Planning officer reported that this matter would be covered in the Committee reports.

**A/13/006 SDS Audit Report**

The acting Associate Principal Business Development provided members with an overview of the College's relationship with Skills Development Scotland (SDS), the types of activity we are contracted to conduct for SDS and the audit scrutiny associated with this.

She noted that the value of the contract with SDS has grown in recent years and that, accordingly, the College is audited twice per year. Copies of the most recent reports were appended to the paper.

Members welcomed the report and overview of the SDS contracts. Members also requested that, owing to the significant value of these contracts and the requirement to bid for these on an annual basis, consideration should be given to include this activity in the College Strategic Risk Register.

- a) Members noted the content of the report

**A/13/007 Progress Report on Audit Recommendations**

The Corporate Governance and Planning Officer presented members with an update on progress against audit recommendations since the last meeting of the Committee.

He noted that some recommendations had requested an extension to their completion dates and outlined the reasons for each of these.

- a) Members noted the content of the report
- b) Members approved the extensions as per the appendix to the report

**A/13/008 Risk Management**

The Director of Finance and Corporate Services presented members with the new College Strategic Risk Register. She noted that this had been revised following the June meeting of the Board of Management to incorporate comments from Board members.

Members noted that the layout was very clear and easy to follow.

- a) Members noted the content of the report

**A/13/009 Review of Risk**

SDS contract activity

**A/13/010 Any Other Competent Business**

None