

# Brooklands College

Minutes of the Audit Committee held at 08.00 on 28<sup>th</sup> February 2018 in Room MC5,  
Weybridge Campus.

Present: Jerry Loy Chair  
Terry Lazenby  
Liz Lacovara

In Attendance: Gail Walker Principal (for part of the meeting)  
Shereen Sameresinghe Vice Principal  
Josephine Carr Clerk to the Governing Body

- Item 1**  
A/02/18/1 **Action in the event of fire**  
Action in the event of fire was noted.
- Item 2**  
A/02/18/2 **Welcome and apologies**  
Apologies were received from Fiona Ryder and RSM (Internal Audit) due to travel/snow difficulties. The meeting was confirmed as quorate.
- Item 3**  
A/02/18/3 **Declarations of Interest**  
There were no declarations of interest.
- Item 4**  
**Item 4.1**  
A/02/18/4 **Minutes**  
**Minutes 8<sup>th</sup> November 2017**  
The Chair asked for any comments. There are monthly College meetings to prepare for GDPR. RSM are scheduled to undertake an internal audit in May. The Committee approved the minutes as a correct record of the meeting.
- Item 4.2**  
A/02/18/5 **Minutes of the Joint Audit and Resources Committee 29<sup>th</sup> November 2017**  
The Committee approved the minutes as a correct record of the meeting. It was noted that both Audit and Resources Committees should approve these minutes.
- Item 5**  
A/02/18/6 **Matters Arising**  
The Director of Estates & Property Development will present a CAFM action plan at the next Resources Committee. Report to be copied to Audit members.  
Action Clerk
- A/02/18/7  
College Policies List: The Vice Principal advised that the list is a working document as SLT review and rationalise the list as part of the on-going process. The Vice Principal advised that the policies comply with the guidelines of the funding bodies. Internal Audit checks that policies are in place and current as part of specific audit projects. The list details which policies are on the staff intranet and which are published on the College website (public domain).  
  
The Committee noted that the date and ownership of the Safeguarding Policy was not included. The Committee requested that an accompanying colour key code be added to the document and that SLT should prioritise reviewing those policies which, should be published on the College website: Action Principal
- A/02/18/8  
The Vice Principal advised that the new website will be owned by Marketing (and the knowledge management thereof). The new website is scheduled for April 2018.
- A/02/18/9  
The Committee was satisfied with the risk reconciliation of risk scores.
- Item 6**  
**Item 6.1**  
A/02/18/10 **Internal Audit**  
**Payroll Report**  
The Vice Principal advised the Committee that the relationship with the new Internal Auditors (RSM) is going well and they provide clear reports. RSM are pragmatic in terms of recommendations.

A/02/18/11	However, the RSM in house analytics IDEA software relies on Brooklands staff providing information and responding to subsequent questions so may be of limited use to the College and will be reviewed in any future audit scopes.
A/12/18/12	Findings & Actions: other than access to the SISSC data, are there any other issues affecting Brooklands that the Committee need to be aware of? The Vice Principal advised that since the transition to Unit4 in Autumn Term there are some areas (HR and Finance) which are not working as previously with the SISSC system. Some of the bugs have been fixed, others are on going. This has impacted upon the day-to-day operations of HR and Finance. This is not ideal and the College is working on having support in place.
A/12/18/13	The Internal Auditors confirmed that College staff are being paid correctly.
A/12/18/14	Eleven new members of staff were identified as not having DBS checks. The Chair asked if this represented a systematic problem? The Vice Principal replied that some posts might start without DBS provided that a risk assessment was undertaken on a timely basis. DBS checks are also being processed by the Government Agency much quicker than last year and hence the backlog has been cleared. All new members of staff must wear a visitor badge until their DBS check has been processed and the certificate produced.
A/12/18/15	The meeting noted that the Performance Review process identifies safeguarding and Prevent training undertaken by staff, and suggested that a column for risk assess and DBS for new staff be added. The Committee was advised that the College Single Central Record (SCR) logs these. The Clerk confirmed that the Governors were included on the College SCR. The Vice Principal confirmed that the OFSTED inspectors had also looked at the College SCR last November and were satisfied that it is compliant. The Vice Chair of Governors volunteered to go and look at the College SCR (maintained by HR) and report back to the Committee on his findings. Action: Vice Chair of Governors
A/12/18/16	The Committee were assured that there were no other risks regarding the DBS checks. However, the meeting decided that Jackie Pearson, the Governor Safeguarding lead should be made aware of the Internal Audit findings: Action Clerk
<b>Item 6.2</b>	<b>Internal Audit Follow-up Report</b>
A/02/18/17	The Committee agreed that the Report was fairly self-explanatory and that the graph identifying progress was most useful. This is an audit undertaken on an annual basis and the June Committee meeting will see progress in the form of the tracker document maintained by the Vice Principal.
A/02/18/18	The Vice Principal confirmed that the due dates (effectively targets) had been agreed collectively by the College and Internal Auditors. Progress on all actions has been made, however, some have been superseded by changes within the College. The Committee noted the absence of benchmarks to compare progress against: is the College moving at a good pace? It would be useful if the Internal Auditors provided context or explanation of their expectations
A/02/18/19	The Learner number systems audit will be undertaken in April
A/02/18/20	Appendix D: Actions not yet due does not suggest a target date for these. The Vice Principal advised that these are being addressed by the College.
<b>Item 7</b>	<b>Audit Plan 2017/18 Progress Report</b>
A/02/18/21	The Subcontracting due diligence work scheduled for next week has been postponed as the ESFA have yet to publish their guidelines. A discussion ensued regarding this audit required to meet ESFA funding rules and as integral part of the Internal Audit Plan to enable the Internal Auditors to give the annual opinion. The Vice Principal is waiting for a quote from the Internal Auditors to undertake a combined audit (EFSA guidelines and opinion) as there is an element of crossover work. All agreed that this work was required given the College's

reliance on sub-contracting but may be delayed until the ESFA guidelines have been published.

A/02/18/22 The College has just engaged with 3 new subcontractors and SLT are happy with the QA process for engaging with new contractors. The ESFA audit includes an element of due diligence.

The Principal joined the meeting

A/02/18/23 The Vice Chair of Governors suggested that in the light of the management accounts and projected budget deficit would it be possible/feasible to postpone expenditure into the next financial year? Does the College need the Internal Audit opinion at this stage if the ESFA find the College compliant? The Principal advised that the decision should be delayed until the cost of the combined audit is known. Furthermore, because the profile of College subcontracting is significantly changing, reducing its working with SCL (who have their own apprenticeship contract under the new regulations) and now engaging with between 20 – 30 partners (as opposed to 8) it would be better to delay the opinion work. The Committee, however, need assurance that the College is not weakening QA processes with new subcontractors.

A/02/18/24 The meeting agreed that the preference would be for Internal Audit to opine the Sub-contracting and overall audit but that this would be subject to the awaited quotation. If the Learner Number Audit (an annual activity) is not undertaken this year, the Internal Auditors will not give an overall opinion. The GDPR (advisory) audit will be postponed until the next academic year.

## **Item 8 Risk Management**

### **Item 8.1 Risk Register 2017/18 update Term 1**

A/02/18/25 The Chair suggested considering the Risk Register and Heat map together.

### **Item 8.2 Heat Map 2017/18 update Term 1**

A/02/18/26 Heat Map was considered and concerns regarding 4a (funding allocations not met) and 4d (Introduction of the Apprenticeship Levy) were noted. The mitigating actions for the identified risks are listed in the Risk Register. The Vice Principal advised the meeting that further actions had been put in place for Term 2 update including new partners

A/02/18/27 5a (inability to plan for maintenance and compliance) some progress has been made and this is moving towards amber

A/02/18/28 2b (Budget setting). The majority of employers in this area are not levy payers. The College is hopefully of generating further apprenticeship interest at the Employers' Breakfast 8<sup>th</sup> March. Six governors will be attending this event.

A/02/18/29 Emerging external risks to monitor:

- Brooklands were not chosen regarding the proposed Guildford merger. At this stage it is not known who the merger partner will be. Hopefully more information will be available by the March FGB. Initial feedback from Guildford College Group suggested that Guildford felt the level of subcontracting undertaken at Brooklands presented a risk. East Surrey College were not chosen as a possible merger party either.
- Brexit: no real conclusion to date as the Government endeavours to maintain a business as usual perspective. The College is not exposed regarding European students. It currently receives some £30,000 from the European Union each year and the Government has said that this will be maintained post Brexit.
- Uncertainty re apprenticeships with no agreed standards, still no set standards for a number of apprenticeships.
- Synopsis of Sainsbury Review this has lost some of the original momentum.

A/02/18/30 There is a new risk regarding attendance which is considered in the operational curriculum risk register as opposed to the overarching College Risk Register.

A/02/18/31 The meeting agreed that the Heat map is very helpful.

**Item 8.3 Risk Strategy**

- A/02/18/32 The Vice Principal tabled the updated policy advising that the principal changes to the document were highlighted in green. The new policy encompasses the risk registers sitting underneath the College Risk Register. These will be reviewed annually at the Autumn Term College Managers Day.
- A/02/18/33 The policy encompasses assurance mapping and the Heat Map. A discussion ensued regarding Committee assurance. SLT review the overall College Risk Register regularly and the three risk registers below College level i.e. curriculum, resources and Brooklands Business Solutions. It was agreed that one of the Audit Committee members should attend the Autumn Term Managers day. Action Vice Principal and Clerk.
- A/02/18/34 The clerk to advise the date of the Autumn Term Managers' Day and a member of the Audit Committee should attend: Action Clerk.

**Item 9 Fraud**

- A/02/18/35 Nothing to report

**Item 10 Freedom of Information Requests**

- A/02/18/36 Seven requests have been received since the November meeting and five have been completed within the agreed timescales and have the supporting audit trail. Two are in the process of being responded to.

**Item 11 Chairs Business****Item 11.1 Review of Committee business for emerging risks**

- A/02/18/37 No new emerging risks were identified.

**Item 11.2 Summary of the main issues/decisions/topics that have arisen during the meeting and that would help other governors, not at the meeting, better understand what is happening in the College**

- A/02/18/38 The Safeguarding Governor should be advised of the DBS findings in the Internal Audit Payroll Report:
- A/02/18/39 The College finances will be discussed further at the March Resources Committee and March FGB.
- A/02/18/40 Governors should be further encouraged to use their Brooklands email addresses in preparation for GDPR in May. IT will be attending the March Training session.

**Item 14 Any Other Business**

- A/02/18/41 No further matters were raised.

**Item 15 Date of next meeting**

- A/02/18/42 Audit Committee Wednesday 20<sup>th</sup> June 2018 at 08.00

The meeting closed at 9.38

**Decisions taken**

1. The subcontracting internal audit should be delayed until the EFSA guidelines have been published.

**Action points**

1. The Director of Estates will present a CAFM action plan at the next Resources Committee. Report to be copied to Audit members. Action Clerk
2. The Committee requested that an accompanying colour key code be added to the document and that SLT should prioritise reviewing those policies which, should be published on the College website: Action Principal
3. The Vice Chair of Governors agreed to go and look at the College SCR (maintained by HR) and report back to the Committee on his findings. Action: Vice Chair of Governors
4. The meeting decided that Jackie Pearson, the Governor Safeguarding lead should be made aware of the Internal Audit findings: Action Clerk
5. One of the Committee members to attend the Autumn Term Managers Day reviewing Risk: Action Clerk

Chair: .....

Date : .....