



MINUTES OF THE TRC AUDIT COMMITTEE MEETING

MONDAY 27 MARCH 2017

PRESENT

Mr T Grice and Mrs A Todd

In Attendance:

Mrs S Martin, Clerk; Mr M Patterson, Vice Principal Finance & Resources and Mr Steven Pepper (Allotts Chartered Accountants)

APOLOGIES

16.11 There were no apologies.

In the absence of Mr M Chaudhary, it was agreed that Mr T Grice would act as Chair for the meeting.

DECLARATIONS OF INTEREST

16.12 Members were reminded of the need to declare any interests.

- Mr T Grice reminded the corporation of his interest with Allotts Business Services Ltd.

MINUTES

16.13 The Minutes of the meeting held on 5 December 2016 were agreed as a true and accurate record and were signed by the Chair.

MATTERS ARISING

16.14 The committee received a list of actions arising from the previous meeting and it was noted that all actions are now complete.

RISK MANAGEMENT ACTION PLAN - MONITORING REPORT

16.15 The VP F&R referred to the paper distributed prior to the meeting, identifying the changes highlighted within the report:

3.3 – The actual number of students enrolled was on target, but there have been a high number of early leavers resulting in a shortfall of around 45 students.

3.10 – The departure date of the VP F&R will possibly be December 2017 and this is linked to the MAT decision. Essential duties continue to be covered by the VP F&R on a 0.5 part time basis.

6 - Health & Safety – there have been no incidents to date.

7.7 – IT issues – Following recent improvements to bandwidth the issues are now resolved.

9.2 – Progress is being made. The risk type was discussed with confirmation that the impact of failure to implement the requirements would be reputational damage.

The report was noted.

ANNUAL INTERNAL AUDIT REPORT 2016/17

16.16 Mr Steven Pepper (Allotts Chartered Accountants) presented the recent Internal Audit report which concluded that the College has strong systems and procedures appropriate to its operations in the areas tested. The two recommendations within the report were explained as follows:

Catering

It was recommended that management consider a return to a more well-defined procedure for recording orders, following an observation that the use of order logs has mostly been replaced by a more informal system of diary notes. This recommendation was assigned as low priority and management agreed to implement by April 2017.

The VP F&R updated that this is due to be implemented. The Catering Manager has only recently returned following a period of absence.

Human Resources

Internal Audit testing found that one employee had repeatedly failed to supply their DBS check, therefore undermining the control in place. Whilst it was recognised that this is not a regular occurrence, it was recommended that all employees failing to provide DBS checks promptly on starting should be reported to the Principal and follow up action instigated. This medium priority recommendation was agreed for immediate implementation with some background information provided regarding the case in question.

The VP F&R confirmed that the recommended action is now complete.

The internal audit report was noted.

AUDIT COMMITTEE TERMS OF REFERENCE

16.17 The terms of reference for the Audit Committee had been issued with the agenda for review. The Clerk confirmed there were no amendments since the previous review in 2016.

RESOLVED 16.34 to recommend approval of the Audit Committee terms of reference.

DATE AND TIME OF NEXT MEETING

16.18 The date of the next meeting will be Monday 3rd July at 4:45pm.

Signed: Mr T Grice (Vice Chair)

Date: 3 July 2017