



**MINUTES OF THE TRC  
AUDIT COMMITTEE MEETING**

**MONDAY 3 JULY 2017**

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**PRESENT**

Mr T Grice; Mrs A Todd; Mr M Chaudhary

**In Attendance:**

Mr M Patterson, Vice Principal Finance & Resources; Mrs S Martin, Clerk

**APOLOGIES**

16.19 There were no apologies

In the absence of the Chair for the start of the meeting, Mr T Grice (Vice Chair) chaired the full meeting.

**DECLARATIONS OF INTEREST**

16.20 Members were reminded of the need to declare any interests. No interests were declared in respect of agenda items however, members reserved the right to declare an interest at any stage of the meeting.

**MINUTES**

16.21 The Minutes of the meeting held on 27 March 2017 were agreed as a true and accurate record and were signed by the Chair.

**MATTERS ARISING**

16.22 There were no actions arising from the previous meeting.

**RISK MANAGEMENT MONITORING REPORT**

16.23 The VP F&R referred to the Risk Management Monitoring Report 2016/17, commenting on the updated items that were highlighted in bold. There were no major issues to report.

The Report was noted and received.

**RISK MANAGEMENT ACTION PLAN & RISK REGISTER**

16.24 The VP F&R referred to the Risk Management Action Plan and Risk Register for 2017/18, commenting on the items highlighted in bold for consideration by the Committee. Particular attention was paid to the risk of industrial action due to redundancies, with the VP F&R assuring members that there were no planned redundancies, although the option of voluntary severance is open to staff.

The urgent requirement to upgrade the CCTV system and the use of capital reserves to fund this project was discussed in more detail, leading to questions about the protection of TRC reserves if the decision was made to proceed with the MAT. The VP F&R assured the

Committee that the reserves would remain within the TRC cost centre to be used for TRC capital projects.

It was noted that the recently announced retirement of the Principal will be added to the action plan.

*Mr M Chaudhary arrived during this item.*

**RESOLVED 16. To recommend the Risk Management Action Plan 2017/18 to the Corporation for approval.**

#### **ANNUAL HEALTH & SAFETY AND ACCIDENTS REPORT**

16.25 The Committee received an analysis of accidents at the college between September 2016 and June 2017 and any management action taken. Only 2 incidents required management action as follows:

- 1) Repair of a whiteboard wheel following cuts/bruising to a member of staff.
- 2) Site staff to put high visibility on the stairs following the 'slip, trip or fall' of a student with visual impairment.

The report was noted.

#### **AUDIT PLAN 2017/18**

16.26 Members considered the audit plan produced by Grant Thornton for the financial statements audit. The report outlines the work to be carried out. The members considered the report with no concerns raised and queried who would be the auditors for the MAT if this proceeds. The VP F&R confirmed it would be BHP Chartered Accountants.

**RESOLVED 16. That the Audit Plan be recommended to the Corporation.**

#### **LETTER TO COLLEGE ACCOUNTING OFFICERS**

16.27 A letter from the Education and Skills Funding Agency was presented for information. The letter was addressed to the accounting officer with the purpose being to reiterate the importance of strong financial management and governance and to share some of the findings from recent assurance work undertaken by the EFSA.

The letter was noted.

#### **DATE AND TIME OF NEXT MEETING**

16.28 The date of the next meeting is to be arranged.

Signed



Date 04.12.17