

BLACKPOOL AND THE FYLDE COLLEGE

AUDIT COMMITTEE

MINUTES OF A MEETING HELD ON WEDNESDAY 6 MARCH 2019 AT 5.00PM IN THE BOARDROOM ON THE BISPHAM CAMPUS

Present: J Mills (in the Chair) Independent Member
S Dunstan Co-opted Subject Specialist
K Gilmour Independent Member
L Moffat Independent Member

In attendance: P Howard, PDH Advisory Limited (Clerk to the Corporation)
R Ryan, Chief Operating Officer
S Yeoman, Financial Controller
J Butterfield, TIAA

1. Chair and quorum

Judith Mills took the chair and noted that due notice had been given to all committee members and that a quorum was present. Accordingly, she declared the meeting duly convened and constituted.

2. Apologies for absence

There were no apologies for absence.

3. Minutes of previous meeting

The minutes of the previous meeting held on 28 November 2018 were agreed as a true and accurate record.

With regard to matters arising, P Howard noted that the committee had considered the need to undertake training on relevant topics throughout the year during its recent self-assessment. He suggested that it may be beneficial for the committee to align its training to the topics included within the risk register and the committee supported this approach.

4. Internal audit reports

J Butterfield presented three internal audit reports which had been circulated with the agenda:

- Assurance review of health and safety;

- Assurance review of procurement; and
- Assurance review of safeguarding.

The committee noted that each of these internal audits had receive an assessment of “substantial assurance” and that this had been a trend within many of the recent audits.

The committee welcomed these findings but acknowledged the need to assure itself that a robust internal audit process was in place. In reaching its conclusion, the committee noted the triangulation of information from various sources, including the external auditors, the internal auditors and the regular reports which are presented to the Corporation Board; each of which followed a similar trend. The committee was therefore assured that the organisation continued to perform well and that the audit processes in place are robust.

The committee **RECEIVED** the internal audit reports and noted the content.

5. Internal audit reports

R Ryan presented the regular audit tracking log and drew the committee’s particular attention to the fact that no audit recommendations were requesting extensions to the agreed timescales.

The committee **RECEIVED** the report and noted the content.

6. Bank and compliance report

R Ryan presented a report which had been circulated with the agenda to summarise the Corporation’s banking arrangements and to confirm that it remains fully compliant with the covenant requirements of its loans. In addition, confirmation was provided that no debts greater than £10k had been written off and that no non-property assets had been liquidated or disposed of.

R Ryan drew the committee’s attention to the fact that a new 12-month deposit account had been opened in respect of the surplus loan funds and confirmed that the 12-month deposit period ends in June 2019, at which time it would be necessary to determine whether to repay the funds without penalty or to retain them. Further note was made of the potential receipt of funds once the sale of the Lytham Sixth Form College site had progressed.

The committee **RECEIVED** the report and noted the content.

7. Risk register

R Ryan presented a report which had been circulated with the agenda to present a draft revised risk register. He noted that the majority of mitigating actions in the previous register had been completed and that the time was right for an updated

risk register to be implemented. In response to a question from K Gilmour, R Ryan summarised the process that had been followed in developing the proposed register.

S Dunstan drew the committee's attention to risk number 9 and queried whether the initial risk score should be reviewed. The committee supported this view and R Ryan agreed to amend this outside the meeting.

ACTION: R Ryan

Following discussion, the committee also requested that an additional risk surrounding T levels be added to the register and confirmation was provided that this was a generic risk surrounding the new T level process rather than being specific to B&FC. R Ryan agreed to add this to the register.

ACTION: R Ryan

With the amendments detailed above, the committee **RECOMMENDED** the revised risk register to the Corporation Board for approval.

In terms of training, the committee considered that it would be beneficial to undertake a short training session around T levels and the processes that are in place within the organisation at the next meeting, followed by a session around apprenticeship levels at the November meeting.

ACTION: P Howard (to schedule)

8. Other matters to report

There were no other matters to report to the committee.

9. Matters for future consideration

K Gilmour noted the recent local media coverage on the potential for redundancies within the organisation, whilst acknowledging that the consultation process had only just commenced. He suggested that, once the outcome of the process is known, the committee may wish to review whether there has been a risk to the level of service as a result of a reduced headcount. It was agreed that this would be added to the agenda for the next meeting.

ACTION: P Howard (to schedule)

10. Date, time and venue of next meeting

The next meeting of the Audit Committee will be held on 12 June 2019, 5.00pm on the Bispham Campus.