GCRB | Glasgow Colleges' Regional Board

Audit and Assurance Committee Meeting

Date of Meeting	Tuesday 1 October 2024
Paper Title	Updates from Assigned College Audit Committees
Agenda Item	12
Paper Number	AAC1-H
Responsible Officer	Jim Godfrey, Finance and Resources Director
Status	Disclosable
Action	For noting

1. Executive Summary

1.1 Consider updates on key items of business undertaken by the audit committees of the assigned colleges.

2. Recommendations

2.1 The Committee is invited to **note** this report and the audit updates provided by the assigned Glasgow colleges.

3. Background

3.1 The Committee receives updates from the audit committees of the assigned colleges on key matters considered at each of their meetings, in order to support identification of opportunities for cross-region collaboration in areas of shared interest.

3.2 The Glasgow Clyde College Audit and Assurance Committee meeting is also scheduled to take place on Tuesday 1 October therefore an update is not available for the GCRB Audit and Assurance Committee meeting. This will be shared at the December meeting.

4. Risk and compliance implications, financial and resources implications, equalities implications and learner implications

4.1 Other than as reported, there are no specific aspects to be considered under these headings.

Update from Assigned College Audit Committees
Glasgow Kelvin College Audit & Risk Committee 3 September 2024

Please note agenda and all papers are published on the College web site 1 week after the meeting date except where they need to be withheld from the public domain.

Topic of Discussion	Summary and Outcome of Discussion	Impact on GCRB (if any)
Henderson Loggie – Internal Audit Plan 2024/25	Henderson Loggie provided members with an overview of the scopes, fieldwork timings and number of allocated days for the proposed audit assignments for 2024/24: student recruitment & retention; staff recruitment, retention, succession planning and sickness absence; Estates Strategy – capital projects and planned maintenance; procurement and creditors / purchasing; and fraud prevention, detection and response, including the three compulsory annual audits. Members agreed to the proposed audits. Members agreed to invite the new Internal Auditors appointed for academic session 2025/26 to the last Audit and Risk Committee of session 2024/25 and to start to identify internal audit assignments for the following year.	Provides GCRB with assurance that Audit Scotland are attending meetings of the Audit and Risk Committee to provide independent conclusions, recommend and encourage good practice which helps to promote improved standards of governance/decision making and more effective use of resources.
Henderson Loggie Follow Up Reviews 2024/24	Henderson Loggie confirmed that the College had made good progress in implementing the 11 outstanding recommendations as part of their review; noting that 8 are fully implemented and 2 partially implemented. Members noted the reasons for the 1 recommendation showing little progress made.	Provided GCRB with assurance that the Audit and Risk Committee are receiving progress reports from the Internal Auditor and that the College are implementing and progressing audit recommendations.
Audit Action Plan	The Audit Action Plan was discussed in detail. It denoted that there are 20 low level audit actions at present including the actions from the Internal Audit Reports presented at the Audit & Risk meeting of 14 May 2024.	Provides GCRB with assurance that audit recommendations are being tracked rigorously

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	It was noted that the College considers 11 of these low-level actions fully complete with another 5 partially implemented. It was further noted that the SMT members review this document fortnightly in order that audit recommendations can be actioned and deadlines adhered to. Members noted this plan and the detailed text contained therein.	by members of SMT to ensure adherence to audit deadlines with full and transparent reporting being made to Audit and Risk Committee members.
Risk Appetite Review / Risk Category	Audit and Risk Committee members reviewed the results of a survey related to the College's Risk Appetite and Risk Categories. This followed on from a Board Development Event held on 18 April 2024, facilitated by D Archibald from Henderson Loggie; the survey was completed by members who attended the session. They debated the risk appetite related to the financial category as there was a split on this one. Agreement was reached to recommend to set this at Minimal. The risk categories and risk appetite settings will be discussed / endorsed by the Board of Management at the meeting being held on 9 October 2024.	Provided GCRB with assurance that the Audit and Risk Committee undertake development session related to their remit and continue to review the Risk Appetite and Risk Categories as per their remit.
Risk Management Update and College Risk Register	Audit and Risk Committee members received a very full and comprehensive update on all matters affecting risk across the College including Risk Management Activities, Risk Management Committee papers reviewed, previous Risk Management Committee approved minute and an overall report on the context the College was operating in, i.e. mental health of the student population continues to be a real concern, continued extremely lengthy NHS waiting lists for operations and dentists meaning that people are in pain/unwell for considerably longer and this possibly impacts upon their ability to attend classes and/or work, and high food prices continue to be an ongoing concern as many students face hunger. Members were provided with the outcome of the annual review of the College / Strategic Risk Register by the Board's Standing Committees.	Provides GCRB with notification of the various risks that the College are considering both internally and externally. Also provides assurance that Audit and Risk Committee members are being informed of all relevant matters affecting the College and are receiving sight of all relevant documentation.

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	The College Risk Register was discussed in full; it was noted that scores and text had been fully reviewed by the Risk Management Committee and Senior Management Team. Members noted that the increased risks associated with industrial action would be further reviewed and will come down or disappear now that the strikes / ASOS had been settled; credits, student experience and student recruitment & retention. Members noted that a Head of Facilities and Environmental Sustainability was being recruited on a fixed term one year contract as the current post holder was off. Members discussed concerns for staff and students if SAAS funding was moved to being distributed centrally by the Scottish Government.	
Statutory Accounting Policies	Audit and Risk Committee members received an overview of the annual review of the Statutory Accounting Policies including the estimates for buildings and pensions. They discussed and approved the content of the report considered. Audit Scotland noted that the Accounting Policies would be reviewed in detail as part of Annual Report and Financial Statement audit.	Provides GCRB with assurance that the Statutory Accounting Policies are reviewed annually, and that Audit Scotland will review the Statutory Accounts in detail.
Assurance Framework – Annual Review	Audit and Risk Committee members received a copy of the updated Assurance Framework that is reviewed annually by the Committee; no radical amendments had been made. Members agreed that the College approach to the Framework is still relevant.	Provides GCRB with assurance that the Audit and Risk Committee review the Assurance Framework annually and that its approach is relevant. The work undertaken on this is in line with the Scottish Government Handbook.

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Internal Audit Progress Report - September 2024	Henderson Loggie provided an overview of their report and confirmed that all the approved audits for session 2023/24 had been delivered within the timescales. Furthermore, a progress report on the 2024/25 audits would be brought to the next meeting of the Audit and Risk Committee.	Provides GCRB with assurance that the progress of the internal audits is being reported by Henderson Loggie and considered by the Audit and Risk Committee.
External Audit Progress Report 2023/24	Audit Scotland provided an overview of the report that included work undertaken regarding key financial controls. He noted that the wider scope and Best Value audit is ongoing and the finding with including in the Annual Audit Report; this will be considered at the Audit and Risk Committee meeting being held in November 2024.	Provides GCRB with assurance that Audit Scotland are progressing with the audit related to the Annual Report and Financial Statements for 2023/24.
Governance Update	Members received a corporate governance update on various items that were being progressed at present i.e. Insurance Safety Inspections across all campus locations had been undertaken, action plans produced and completed; the sale of West End Campus is progressing well; Audit Scotland Fees – it was noted again that these are negatively disproportionate for Glasgow Kelvin College – a further letter would be written to this effect; new security arrangements at East End and Easterhouse Campus are operating largely as expected; approval has been provided by the SMT to progress with the services offered by AG Lockdown in relation to adhering to Martyn's Law legislation.	Provides GCRB with assurance of College governance operations and other considerations being made in this arena. Adherence to legislation and overview of all relevant documents are being attended to prudently with associated actions being carried out accordingly.
Insurance Cover 2024/25	Members received an update on the College's insurers, insurance cover and associated costs for 2024/25. They welcomed that the College continued to have cover in place for cyber security as this is not available to every organisation. Members noted the good working relationship between the insurers and the College.	Provides GCRB with the assurance that the College has insurance in place for 2024/25, including for cyber security.

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Freedom of Information and Data Protection Request Monitoring Academic Year 2023/24	Members received an overview of the requests received and responded to in accordance with the Freedom of Information (FOI) and Data Protection legislation. It was noted that the compliance rate for FOI was 100% in 2023/24 and that it was also 100% for data requests. All quarterly reports to the Scottish Information Commissioner were actioned by the deadlines required.	Provides GCRB with the assurance that the College are meeting the compliance regulations as set out in the Freedom of Information and Data Protection legislation.

Update from Assigned College Audit Committees
College: City of Glasgow College
Date of Meeting: 11 June 2024; 3 September 2024

Topic of Discussion	Summary and Outcome of Discussion	Impact on GCRB (if any)
11 June 2024		
Committee Schedule of Business AY 2024-25	Members considered and approved the Schedule of Business for the 2024-25 academic year.	Governance assurance
Policy Approvals	To approve the updated Data Protection Policy and Accounting Policies.	Governance assurance
Committee Terms of Reference	To conduct the annual review of the Committee's Terms of Reference.	Governance assurance
Annual External Compliance Report	To consider the College's compliance with external bodies awarding criteria and quality marks.	Internal audit assurance
Business Continuity Desktop Exercise Report	To receive an update on the business continuity exercise undertaken by the College and to discuss the report's recommendations and next steps.	Governance assurance
Internal Audit Reports IT Network Security Arrangements Teaching Staff Utilisation/Timetabling/Space Management Business Process Review	The Committee considered two reports on an internal audit and business process review. Following a discussion about the findings and recommendations, members noted the internal audit report had a 'satisfactory' rating.	Internal audit assurance
Quarterly Internal Audit Overview	The College's in-house Compliance Auditor provided a quarterly update to the Committee on the College's progress of implementing the recommendations from previous internal audit reports.	Internal audit assurance
Internal Audit Progress Report	Members received an update on the progress of the annual internal audit plan for 2022-23.	Internal audit assurance
Strategic Risk Review	The Committee considered the Strategic Risk Register and Management Action Plans for risks within its remit.	Governance assurance

Internal Audit Contract	To approve the extension of Henderson Loggie's contract for internal audit services for a further 24-month period and agree to undertake a new tender process to award the internal audit contract for services beyond 31 July 2026.	Governance/internal audit assurance
Draft Audit & Assurance Committee Self-Evaluation	The Committee reviewed the responses to the Audit & Assurance Committee self-evaluation and agreed on actions for the new academic year.	Governance/internal audit assurance
3 September 2024		
Committee Annual Report AY 2022-23	Members considered and approved the Committees' Annual Report for the 2023-24 academic year.	Governance assurance
Deep Dive: Complaints at the College	The Committee received a presentation from the Director of Excellence on the College's complaints handling process and the outcomes.	Governance assurance
Draft Governance Statement	Members reviewed the draft Governance Statement and approved it for inclusion in the draft Annual Report and Accounts for 2023-24.	Governance assurance
Data Protection Officer Report and Data Breaches Report 2023-24	The Depute Principal provided the Committee with a report on data protection compliance, training and development across the College, as well as the nature of breaches that occurred in the previous academic year. The Committee were informed that the College had informed the Information Commissioner's Office of one data-related incident which occurred recently and members discussed the measures being undertaken by the College.	Governance assurance
Internal Audit Reports: Leadership/Management Development Cleaning Management Project Management Student Fees	The Committee considered four internal audit reports. Following a discussion about the findings and recommendations, members noted that two of the audits received a 'good' rating, the highest level of assurance attainable, and two received a 'satisfactory' rating.	Internal audit assurance
Quarterly Internal Audit Overview	The College's in-house Compliance Auditor provided a quarterly update to the Committee on the College's progress of implementing the recommendations from previous internal audit reports.	Internal audit assurance
Internal Audit Progress Report	Members received an update on the progress of the annual internal audit plan for 2023-24.	Internal audit assurance
Strategic Risk Review	The Committee considered the Strategic Risk Register and Management Action Plans for risks within its remit.	Governance assurance