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## Audit and Assurance Committee Meeting

Date of Meeting	Tuesday 15 March 2022
Paper Title	Updates from Assigned College Audit Committees
Agenda Item	11
Paper Number	AAC3-F
Responsible Officer	Martin Boyle, Executive 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 three 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** Members should also note that the attached report, and an update from this meeting of the GCRB Audit and Assurance Committee, is provided to the College Audit Committees.

### **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 22 February 2022**

**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)
Code of Conduct, Standing Orders, Conflict of Interest Policy and Register of Interests	Members noted that the revised Model Code of Conduct for Members of Devolved Public Bodies produced by the Scottish Government and associated Guidance and Advice Notes produced by the Standards Commission had been reviewed in detail and the Director of Corporate Services would attend the associated workshop on 22 March 2022. Members agreed to the adoption of the Model Code of Conduct albeit with minor tweaks; associated liaison taking place with Scottish Government. The Standing Orders, Conflict of Interest Policy and Register of Interests (including Guidance Notes) had all been updated in light of the Model Code of Conduct. Members endorsed all governance documents which would go forward for Board of Management approval in March 2022.	Provides GCRB with assurance that key documents are reviewed and implemented as appropriate with associated impact on other relevant college governance documents being considered and amended accordingly.
Internal Audit Reports	<u>Student Support</u> Members noted the extremely positive report that had been graded 'good' with no recommendations. It was noted that the College had invested in developing the student support services and that the findings of the report were impressive given the current circumstances.	Provides GCRB with assurance of the receipt of positive audit reports.
Internal Audit Report 2021-22 and Audit Action Plan	<u>Internal Audit Report – 2021-22</u> The above report summarised the various internal audit reports presented to the Committee throughout the academic year 2021-22. It was agreed that one audit (Asset Fleet Management) would be moved to September as other audits had been delayed.  Members noted the audits conducted so far were positive.	Provides GCRB with assurance of College monitoring of internal audit reports, audit recommendations and reporting back of same.

	<p><u>Audit Action Plan</u> Summary of the Audit Action Plan was as follows:</p> <ul style="list-style-type: none"> <li>• 0 high grade recommendations outstanding,</li> <li>• 2 medium grade recommendation outstanding; and</li> <li>• 2 low grade recommendations outstanding.</li> </ul> <p>Members were informed that the one outstanding “medium grade” recommendation would be completed by the end of the week and the other in March 2022.</p>	
Risk Management Update	<p>Members received a comprehensive update on all matters affecting risk across the College including the Risk Workshops that had been held by Zurich involving all staff. Other risk topics were NJNC – formal notification of dispute; budget cuts for 2022/23; SFC In-year redistribution of credit activity for AY 2021-22; Air Handling Unit installation; Fire Risk Assessment; cladding; and vandalism at East End Campus. The Risk register was reviewed with recent changes denoted in red text for member ease.</p>	<p>Provides GCRB with notification of the various risks that the College is considering and assurance that Audit and Risk Committee members are receiving sight of this documentation and staff have been actively involved in risk workshop sessions to further raise awareness.</p>
Corporate Governance Update	<p>Members received a corporate governance update in relation to the following areas:</p> <ul style="list-style-type: none"> <li>• The Protect Duty Consultation Response by the Government. (The College had submitted a detailed response to this consultation.)</li> <li>• Claims Digest – UMAL newsletter – senior staff at the College are fully aware of all matters contained therein.</li> <li>• The submission of a Business Interruption Claim which has resulted in an insurance pay out.</li> </ul>	<p>Provides GCRB with assurance of College governance operations and other considerations being made in this arena.</p>
ICT Update	<p>The new Director of Digital Services provided a detailed report in relation to cyber resilience and ICT security matters. He provided an overview of the</p>	<p>Provides GCRB with assurance that the College is maintaining</p>

	<p>threat outlook with regard to ransomware/phishing and took members through the mitigations implemented by the College to reduce the impact of a cyber attack.</p> <p>Members noted that the College had been successful in recertification of its annual Cyber Essentials Plus Accreditation and noted this is a requirement for public sector bodies.</p> <p>A Network Penetration Test had been undertaken by the College with a copy of the report available to members. Any remedial action required was in the process of being completed.</p>	<p>high standards and conducting tests to identify any ICT/network weaknesses (and addressing same.)</p>
<p>Freedom of Information Requests Monitoring January 2021 - December 2021</p>	<p>Members received a report on FOI compliance including quarterly returns to the Scottish Information Commissioner. Seventeen out of the eighteen responses received in the calendar year period had been dealt with in the relevant timescale: one of the responses had been sent on time but was not delivered due to an ICT error. Members noted that there were no requests for review and confirmed their contentment with the way the College handles such requests.</p>	<p>Provides GCRB with assurance that the College is complying with legislation in a timeous manner with no requests for review received.</p>

**Update from Assigned College Audit Committee**

**College: City of Glasgow College**

**Date of Meeting – 02 March 2022**

<b>Topic of Discussion</b>	<b>Summary and Outcome of Discussion</b>	<b>Impact on GCRB (if any)</b>
Committee Terms of Reference Review	The Committee reviewed its Terms of Reference, and agreed to reference the oversight of Risk associated with the broader College Group.	Governance assurance.
Internal Audit Planning 2021-24	The Committee reviewed the plan of Internal Audits to 2024, which had previously been discussed and agreed with the Senior Management Team. Plan approved.	Internal Audit Assurance
Assurance Framework Review	The College's Assurance Framework was reviewed, and the Committee noted the appointment of a new Compliance Auditor to the College's staff team. This function will provide a further "Line of Assurance" for the Board. It was agreed that the postholder will focus upon the Assurance Framework, and undertake a review of the Assurances within the Framework checklist for the September meeting of AAC (with a scope set out by May/June).	Governance Assurance
FOISA Report 2020-21	The Committee received a report on FOISA activity, for 2021, noting the nature and source of requests, as well as the response performance of the College. It was noted that a 97% response rate within the 20-day stipulation had been achieved, maintaining the improved performance in recent years. One decision had been referred to the Scottish Information Commissioner, which had found in the College's favour.	FOISA Compliance
Strategic Risk Review	The Committee reviewed the Risk Management Action Plans (MAPs) for the highest scoring risks, and those risks where	Internal Audit Assurance

	<p>there had been recent changes to risk scores, or where these were proposed.</p> <p>Due to the current grant settlement for colleges, and pressures on both expenditure (mainly from staff pay settlements) and other income streams, there is unprecedented pressure on College finances, with a budget deficit highly likely. As a result, there have been adjustments to the relevant risk score i.e. relating to achievement of an operational surplus (as per Risk Register).</p>	
AOCB: Fraud Update	<p>The External Auditor confirmed that there would be no Section 22 Report related to the past fraud. The Auditor General had concluded that due to the College's management of the incident, follow up actions, and concluding report, the public interest would not be served by a further report. The matter is now considered closed, although the "lessons learned" will be shared with the sector, via SFC.</p>	Conclusion of Fraud Incident

**Update from Assigned College Audit Committees**

**College: Glasgow Clyde College**

**Date of Meeting: 15 March 2022**

Topic of Discussion	Summary and Outcome of Discussion	Impact on GCRB (if any)
Internal Audit Plan 2021/22 Progress Report	This report provides a summary of the progress against the Internal Audit Plan for 2021/22 as outlined by Henderson Loggie. The report indicates that internal audit reviews to date have been completed in line with the 2021/22 plan. The Committee received and noted the report.	
Internal Audit Report - Finance: Debtors/Income	The Finance: Debtors/Income internal audit report concludes that there is a good level of assurance in this area meaning that the system meets control objectives. There are no recommendations in the report. The Committee received and noted the report.	
Internal Audit Report - Staff Development	The Staff Development internal audit report concludes that there is a satisfactory level of assurance in this area meaning that the system meets control objectives with some weaknesses present. In light of actions already planned by the College, there are no recommendations in the report. The Committee received and noted the report.	
Internal Audit Report - Student Recruitment and Retention	The Student Recruitment and Retention internal audit report concludes that there is a good level of assurance in this area meaning that the system meets control objectives. There are two low priority recommendations in the report. The Committee received and noted the report.	

Topic of Discussion	Summary and Outcome of Discussion	Impact on GCRB (if any)
Cyber Security Update	<p>This report provides an update on the progress of the College's certificate status for Cyber Essentials and Cyber Essentials Plus. In light of the continued progress towards re-certification of CE and CE+, the College has not identified any specific risk implications in respect of this. A further update will be provided to the Committee in May 2022.</p> <p>The paper also highlighted that, as an additional risk measure, from December 2021 the College has had Cyber Insurance in place through the insurance mutual UMAL of which it is a member institution.</p>	
Data Protection Update	<p>This report provided the Committee with an update on Data Protection Issues as they affect the College and was prepared by the Glasgow Region HEFE Shared Technology &amp; Information Services (HEFESTIS) Data Protection Officer.</p>	
Review of Policies	<p>The Board is currently reviewing all College policies. The Committee approved the updated policies under its remit (Risk Management, Information and Data Management and Provision and Use of Digital Resources) changing the period of review from 5 to 3 years and updating reference to legislation. The policies will go to the Board on 23 March for approval.</p> <p>The Information Security policy is not due for review but will be considered by the Committee at its next meeting.</p>	
College Strategic Risk Register	<p>This report provided the updated College Strategic Risk Register, which is reported to each Audit Committee.</p> <p>A Board &amp; Senior Management risk workshop was held in January and work is underway to refresh the content of the risk register to better align with the strategic plan.</p>	
Internal and External Audit Rolling Action Plan	<p>This paper was the regular update report to Committee on implementation of previous internal and external audit recommendations. This rolling plan is reported to each Committee.</p>	