

## HARTLEPOOL COLLEGE OF FURTHER EDUCATION

### Minutes of the Audit Committee meeting held on Tuesday 18<sup>th</sup> July 2023 at 5.30pm via Teams

**Present:** Ms J Bryson  
Mrs L Thornton  
Mrs M Roberts  
Mrs S Flender-Bradley

**Also Present:** Mr S McCready (W&B)  
Mrs L Robson (RSM)  
Mrs L Chambers (RSM)  
Mrs K Dales [Head of Governance]  
Mr D Hankey [Principal]  
Mr D Williams [Assistant Principal]

<b>1</b>	<b>Meeting with external advisers only</b> Not required.
<b>2</b>	<b>Apologies for absence</b> Apologies for absence received from S Pringle (W&B) and G Gillespie (W&B).
<b>3</b>	<b>Declarations of interest relevant to the business of the meeting</b> There were no new declarations of interest.
<b>4</b>	<b>Minutes of the previous meeting 7<sup>th</sup> March 2023 and Matters arising</b> The minutes were approved as a true record.  All actions are completed, except for the action in respect of ISO45003. DH stated that the cost of implementing this standard is high and requested that the College continue to do what it is currently doing for the time being. The Committee approved this.
<b>5</b>	<b>To consider Wylie &amp; Bisset reports:</b> Confidential.
<b>6</b>	<b>Internal Audit Plan 2023/24</b> SMcC introduced the plan which had been previously discussed with the College Executive. JB asked whether the Committee was comfortable that IT/Cyber security did not feature given that the last review was in 2020/21. SMcC said that it was right to raise it as a risk but that he had not been party to the discussions with management. DH assured the Committee that Cyber security is a standing item at Finance & General Purposes Committee and that the College undergoes annual external testing of its security systems.  The Committee approved the Annual Plan.
<b>7</b>	<b>External Audit Annual Plan</b> LR introduced the report which had been previously discussed with management. There is no change in the scope from previous years but the ONS reclassification of Colleges does change some of the testing requirements. The subsidiary company financial position is probably the greatest area of change to previous years. LC took the committee through the key risks identified in the report.

	<p>LR then reported that the fees had increased by £5,100 due to a combination of additional work arising from changes in auditing standards and inflation.</p> <p>The Committee approved the report.</p>
<b>8</b>	<p><b>Emerging issues in Further Education</b></p> <p>LR stated that the report was for Governor's information to give background knowledge on the range of issues and risks facing the Further Education sector.</p> <p>The Committee accepted the report</p>
<b>9</b>	<p><b>To monitor QAPP updates</b></p> <p>DH presented the report and stated that 16 policies are due to expire and are currently being reviewed by the relevant manager.</p> <p>JB stated that it was difficult to assess timescales as there was no clarity on when the policies are due to expire. DH assured the committee that they will be due to expire in August or September but agreed that this information will be added to the report going forward.</p> <p>The Committee accepted the report.</p>
<b>10</b>	<p><b>To consider and approve the Risk Register</b></p> <p>DW presented the report which has now got a summary of changes from the previous iteration. There are two new risks relating to slippage in the timescales for the capital work at Exeter Street.</p> <p>KD highlighted risk item 6 which had been raised by the Curriculum &amp; Standards Committee. LT as Chair of that committee stated that she was happy with the actions relating to that risk. DH gave some context to the risk in that there are some challenges to staff recruitment, particularly Construction but the College has had some successful appointments but there are still some pressures.</p>
<b>11</b>	<p><b>Any other business</b></p> <p>No items to report.</p>
<b>24</b>	<p><b>To note the date and time of the next meeting:</b></p> <p>To be confirmed – JB requested a change of date</p>
<b>25</b>	<p><b>Meeting without external advisers</b></p> <p>Not required</p>

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**CHAIR**

**Action points from the meeting on 18<sup>th</sup> July 2023**

No	Item	By Whom	By Date
5	Confidential	DW	November 2023
9	DH to ensure that policy expiry dates are added to the report in future	DH	November 2023