

Minutes of the Audit Committee of Tresham Institute of Further and Higher Education held on Thursday 14 June 2007 at 16.00 hours in the Old Cytringianians Room, St Mary's Road, Kettering.

Present: Mike Churchill (Chair)
Simon Forrest
Mary Payne
Mick Lumsden
Freda Smith

In attendance: Tony Bird
S Kind (Director of Corporate Services)
Paul Marsh (Grant Thornton)
Chris Robinson (Clerk to the Governors)

A14/07 **Apologies**
B Devitt, J West.

A15/07 **Minutes of meeting held on 15 March 2007**
1. These were approved and signed.

A16/07 **Matters Arising**
2. There were no matters arising.

A17/07 **Health and Safety**

- a) Health and Safety Audit – Report
- 3 T Bird presented the Health and Safety Audit to the Committee. He explained the Methodology behind the report and that there had been a reduction in last years audit due to the ongoing changes in the Institute. However gains have been made elsewhere, particularly in the area of asbestos procedures. The target of 60% compliance, suggested by the Governors has been reached.
The areas for improvement were noted on page 3 of the report, an action plan would be presented to the Committee at the next meeting. T Bird said that there had been consultation between managers and union representatives and the U.C.U. wish to revisit the stress survey. Other issues that needed attention were training and risk assessment needs finalising. T Bird said that Health and Safety planning appears be progressing but it is let down by ineffective implementation, particularly in Faculty areas, He recommended that each Faculty be subject to an individual audit. The Chair asked what actions are being targeted and T Bird replied that he would be concentrating on 10 key action points to achieve the target set by the Governors. The Chair sought clarification as to the responsibility for achieving the action points and who will be monitoring the 10 key action points. T Bird said responsibility is clearly identified in the Action Plan.
It was agreed that the minutes of the Health and Safety Committee should be received by the Audit Committee and the results of the last inspection be presented to the September meeting of the Committee. The Chair said that the Audit Committee should monitor the progress of the 10 key action points.
- b) Accident Reporting
- 4 The Accident Reporting figures were presented to the Committee. The Health and Safety Committee analyses the figures and the Committee were reminded that all accidents to students now have to be reported to the LSC. Both Reports were noted by the Committee and it was agreed that the target for next years audit should be 60%.

A18/07 **Internal Audit Service Auditors Report**

- a) Personnel and Payroll
- 5 P Marsh of Grant Thornton introduced the Report on Payroll/Personnel. He noted that the overall conclusion of the report was satisfactory. He drew the Committee's

attention to the Key Findings, for example omissions in documentation, but stated that this had improved since the last audit. The timeliness in submitting documents for CRB checks should be noted. He said an Action Plan had been introduced and there had been positive results.

- b) TBS - WBL
6 P Marsh stated that this was a follow up report following the previous audit which was unsatisfactory. Since the last audit a major re-organisation had occurred and the overall conclusion of the Report was that management had taken timely action to remedy the situation. There were still some areas for improvement, in travel and subsistence claims there is scope for effective planning of journeys and in health and safety recording and reporting of accidents needs to be improved.
- c) Education Contracts
7 The overall conclusion of the Report was satisfactory.
- d) Expenditure, Income, Management Information & Budgetary Control
8 P Marsh said that the overall conclusion for expenditure is that the adequacy and application of internal controls are marginally satisfactory. For income and management information and budgetary control the adequacy and application of internal controls is satisfactory.
- e) LRC Book Shop
9 The opinion of the Report was that the adequacy and application of internal controls are marginally satisfactory. There are issues surrounding staff raising purchase orders and the use of student equipment by staff at the Rutland Campus. The Income and Expenditure figures show an overspend. An Action Plan has been produced to rectify these findings.
- f) Audit Plan for 2007 / 2008
10 This item appears under A19/07
- g) Upgrading Report
11 P Marsh reported on the regarding of the Principal's Personal Assistant. He stated that he investigated the procedures to ensure compliance and transparency and compliance. It was clear that the Principal has responsibility for regarding and it was also clear that the Chair of Governors and the Clerk had been consulted. Unfortunately this was not recorded at the time on file and it is important for there to be a paper trail to show decision making.

A19/07 Financial Statements Auditors

Audit Plan Year ended 31 July 2007

- 12 The Director of Corporate Services presented the Audit plan and drew the Committee's attention to the timetable on page 8 of the Report and it was noted that the auditors fees were similar to those of last year.
It was proposed by M Payne, seconded by F Smith and unanimously agreed *that the Audit Plan Year ended 31 July 2007 be accepted.*

A20/07 Review and Re-Appointment of Audit Service

- 13 The assessment Forms for the Auditors had not been completed and it was decided to defer this item until the next meeting for the forms to be completed.

A21/07 Risk Management

- 14 The Committee received the Risk Management meeting minutes, the Risk Management Action Plan 2005/6 and the Risk Register. The Committee noted the very comprehensive Risk Action Plan and the Chair asked whether the immediate priority items were getting immediate priority; the Director of Corporate Services assured him they were.

A22/07 Progress against Auditor's Recommendations

- 15 The paper (Paper O) showing progress against auditor's recommendations was received by the Committee. The Chair noted that some of the recommendations went back a long way and it was agreed that the list needed refreshing.

A23/07 Search and Governance Committee

- 16 The Clerk presented the Search and Governance Report to the Committee and informed members of the current composition of the Board including new Governors and the proposed extension of existing Governors terms of office.

A24/07 Finance, Planning and Resources

- 17 The Committee received the minutes of the Finance, Planning and Resources Committee meetings of the 12 March and 16 April 2007 and the Clerk informed members of matters arising from the meeting held on the 11 June 2007.

A25/07 Any other business

- 18 There was no other business.

A26/07 Meeting dates and times for next academic year

- 19 The Clerk tabled the calendar of Board and Committee meetings for the next academic year.
The next meeting of the Audit Committee will be on Thursday 20th September 2007 in the Old Cytringanians Room, **New Building, Kettering.**