

**Minutes of the Audit Committee of Tresham Institute of Further and Higher Education held on Thursday 24 January 2008 at 16.00 hours in the Old Cytringianians Room, Windmill Avenue, Kettering.**

**Present:** Simon Forrest  
Mick Lumsden (Chair)  
Graham Wooldridge

**In attendance:** P Marsh (Grant Thornton)  
S Kind (Director of Finance)  
T Bird (Health and Safety Advisor)  
M Beecroft (Health and Safety Manager)  
Chris Robinson (Clerk to the Governors)

**A01/08 Apologies**

1 There were no apologies.

**A02/08 Minutes of meeting held on 22 November 2007**

2 The minutes were approved and signed.

**A03/08 Matters Arising**

3 A43/07 The Director of Finance reported that the accounts had been approved by the Board at the AGM on 10 December 2007.

**A04/08 Health and Safety – Health and Safety Report**

4 The Chair questioned the length of the document, (Paper B) and asked in future whether the information could be presented in a more concise way. T Bird replied that the document had been presented to raise awareness and show that the entire Institute had been inspected. In future the document would only show the items that had not been completed. The Health and Safety Advisor then summarised for the Committee the main points of the report. It was noted that there had been concern over the lack of risk assessments for the 14-16 provision in the Institute and the action plan presented in September has now been taken over by the Health and Safety manager. The Institute Health and Safety Action Plan has been sent to the LSC and they are satisfied with the way the plans have been put in place. T Bird noted that there was a possibility of a visit by the Health and Safety Executive in the near future. The Director of Finance noted that there needed to be evidence of action taken on the items in the Action Plan and asked where the overall responsibility for compliance rested with in the new build at Kettering. T Bird said that health and safety standards have improved overall but there is still a weakness where health and safety is devolved to faculty level. The Chair stated that there must be a robust system for accountability and compliance.  
T Bird informed the Committee of the LSC's proposals regarding work based learning. It was now a requirement for College's to undertake a health and safety inspection of all work placements. It also recommended that health and safety advice be given to employers and T Bird asked whether the Institute needed professional indemnity cover for staff undertaking this. It was agreed that the Director of Finance would investigate the position of personal indemnity insurance.

**A05/08 Internal Auditors**

5 a) College for Schools  
P Marsh introduced the report and noted that although the systems of control were found to be satisfactory, there were several recommendations that needed to be addressed. He

noted the Director of Programmes had been away on prolonged sickness absence and the findings needed to be considered in this context. Among the issues in need of attention were the collaboration agreements, at the time of the audit only a few contracts were found to be satisfactory. Learner agreements had no space on the form for the learner and there was no joint policy on bullying. The CRB checks should be reviewed and roles and responsibilities of those involved should be clarified. S Forrest observed that the report seemed to suggest that there was no compliance in many areas. The Chair expressed concern, noting that this was a growing area for the Institute and asked how the Committee could be assured that recommendations would be implemented. P Marsh said the auditors would be following up action on the recommendations. G Wooldridge said that it should be noted that administrative resources allocated to College for Schools was limited.

b) Treasury Management

P Marsh reported that the systems of control were found to be satisfactory in respect of Treasury Management. He noted that checks carried out by the Director of Finance on Money Market Account and Alliance and Leicester Account should be evidenced.

c) Risk Management

The overall conclusion of the report was there is an adequate and effective management process that continues to be appropriate to the Institute. Among the recommendations were that the Risk management Group needed a greater attendance by academic staff and there needed to be a more coherent prioritising of risks. It was noted that these were being addressed by management and that there is a greater awareness of risk management by staff.

**A06/08 Progress towards Auditors Recommendations**

- 6 S Kind presented Paper F, Progress towards Auditors Recommendations. The Chair queried some items that appeared to be outstanding from March 2007 and S Kind replied that the items referred to were being addressed. The Chair also asked who had the authority to remove items from the list? The Director of Finance said the Internal Auditors would look at the recommendations made last year and seek assurance that the items had been completed.

**A07/08 Risk Management**

- 7 The Director of Finance introduced the Business Continuity Recovery Plan. The Committee stated that it found it a very useful document. The other Risk Management documents were noted and received by the Committee.

**A08/08 Policies**

- 8 There were no policies.

**A09/08 Any Other Business**

- 9 The Chair commented on the large numbers of papers that were submitted to the Committee and felt that the business of the Committee would be more effective if members took responsibility to scrutinise individual papers and comment on them at the meeting. This was agreed and the Clerk would action.

**A10/08 Date of next meeting**

- 10 Thursday 20 March 2008.