



Mission Statement: *Inspiring learning, developing character, building futures*

## MINUTES OF THE MEETING OF THE AUDIT COMMITTEE

**Date:** Tuesday 30<sup>th</sup> January 2018  
**Venue:** The Blackpool Sixth Form College  
**Room:** Committee Room  
**Time:** 4.30-5.00pm

**Present:** Ms D Taaffe (Chair)  
Cllr D Clapham  
Rev S Haskett  
**Together with:** Mr P Green (Head of Internal Audit-RSM)  
Ms L Gates (Head of Finance)  
Ms S Hawitt (Governance Administrator-FCAT)  
**Apologies:** Ms J Gray and Mr G Hitchmough

		Action
<b>01.2018</b>	<b>Preliminaries</b> The Chair welcomed everyone to the meeting, especially Reverend Steve Haskett his first meeting of the Audit committee.  Apologies were noted	
<b>02.2018</b>	<b>Declarations of Interest</b> There were no declarations of interest	
<b>03.2018</b>	<b>Consideration of any items of urgent business.</b> There were no items of urgent business to discuss	
<b>04.2018</b>	<b>Confirmation of Quoracy</b> It was noted the meeting was quorate	
<b>05.2018</b>	<b>Minutes of the meeting held on 21<sup>st</sup> November 2017</b> The minutes of the meeting held on 21 <sup>st</sup> November 2017 were approved	
<b>06.2018</b>	<b>Matters arising from the minutes not covered elsewhere on the agenda</b> a) <b>Key Performance Indicators</b> -(item 36.2017 from the previous minutes) confirmation changes were made to the KPI's 2016-17	
<b>07.2018</b>	<b>Internal Audit</b> <b>Health and Safety Framework Review</b>	

Directors reviewed the Health and Safety Framework Review (paper 8.1) presented by the Head of Internal Audit from RSM. He highlighted the internal audit opinion as 'reasonable assurance' that college has an appropriately designed control framework for managing its health and safety related activities. However, some of the key processes need reviewing/completing in order to ensure the college remains compliant with its own procedural framework. Most notably regarding the frequency with which the Health and Safety Committee meetings are undertaken and the monitoring and updating of risk assessment records.

In total seven management actions had been raised as part of the review, some of which had been addressed since the report.

The Head of Finance gave Directors an update of the work carried out so far:

- The H&S policy is due to be updated and will be scrutinised by SLT and brought to Directors for approval
- The Fire Safety policy had been reviewed and has been made available to staff
- Risk assessments will be monitored centrally using electronic systems with responsibility designated to one person to have an overview of the status of all assessments at any time. Reminders to staff requiring updates will be built into the process.
- An electronic version of the induction tracker for new staff had been developed and implemented for all new starters moving forward. This will enable HR to monitor who has not attended scheduled sessions. Registers will also be used for sessions.

### **Questions**

In response to a question about the inconsistency of meetings of the separate Health and Safety Committee it was noted that due to the number of people involved in the committee it caused a timetabling issue, however reports were being completed and presented to the Admin and Finance Committee. The decision by SLT to continue with Health and Safety Committee meetings with representatives from a reduced number of subjects focusing on the riskier areas of the curriculum had been taken, Directors were assured these meetings will be re-instated.

### **Progress Report**

Directors received the Internal Audit Progress Report (paper 8.3) presented by the Head of Internal Audit RSM.

### **Questions from Directors**

In response to a question about VAT responsibility it was noted that the only sales within the college are through the external caterers to students, therefore there are no VAT liabilities.

**07.2018 D1 Resolved: to recommend the Health and Safety Framework Review to the Corporation for approval**

**07.2018 D2 Resolved: to recommend the Internal Audit Progress Report to the Corporation for approval**

**08.2018 Risk Management**

Directors received the Risk Management Report (paper 9.1) presented by the Head of Finance, she provided an update on the risk management within college between June 2017 and January 2018 which included a risk of the decline in catering provision due to the takeover of Taylor Shaw by Elior.

Directors were informed that any new risks identified are collated and evaluated at every SLT meeting. SLT then review these and add those considered necessary to the risk register. This process will be reviewed as part of the Risk Management review by RSM later this year and an update provided at the next meeting.

**09.2018 D1 Resolved: to recommend the Risk Management Report to the Corporation for approval**

**09.2018 Loan Covenant**

The Loan Covenant agreement had not yet been received by Lloyds it was agreed to add this item to the next agenda

**agenda**

**10.2018 Internal Audit Tracking Report**

Directors considered the Internal Audit Tracking report (paper 11.1)

**11.2018 Private meeting of the committee with Auditors without staff**

There were no matters to discuss

**12.2018 Private meeting of the committee without staff or Auditors**

**There were no matters to discuss**

**13.2018 Identification of any new risks**

No new risks were identified

**Date and Time of next meeting**

Tuesday 18<sup>th</sup> June 2018 at 4.30pm

Signed \_\_\_\_\_

Date \_\_\_\_\_