

BISHOP GROSSETESTE UNIVERSITY COLLEGE LINCOLN

MINUTES OF THE MEETING OF THE
AUDIT COMMITTEE

THURSDAY 14th JUNE 2012
2:30 PM IN ROOM 102, SKINNER BUILDING

Present

Mrs Judith Babb
The Very Rev'd Philip Buckler
Mr David Clements (Chair)
Mr Steve Deville
Mrs Bridget Starling

In attendance

Mr Steve Audis, Data Manager (for item 7 (ii))
Mr David Hoose, External Auditor (Tenon)
Mr Steve Kirby, Head of Finance
Ms Vicky Mays, Clerk to Governors
Professor Muriel Robinson, Principal
Mr Sean Ryan, Internal Auditor (UNIAC)
Mrs Emma Smeaton, Minuting Secretary

1. Declarations of interest

There were no declarations of interest.

2. Apologies

Apologies were received from Mr Kevin Brown and Mrs Julie McDonald. It was also noted that Ms Haf Merrifield would normally be in attendance but was off site at an OIA meeting on this occasion.

3. Minutes of the last meeting held 1st March 2012

The minutes of the last meeting of 1st March 2012 were agreed as a true record of the meeting with the inclusion of the amendment to item 10, Agenda suggestions. Dr Tony Green would be corrected to Dr Kevin Brown.

Action

4. Matters arising

(i) Charity Commission submission

Members received the Charity Commission submission. The Dean noted that his address was recorded inaccurately in the documentation. The Clerk to Governors would correct this.

VM

(ii) Item 3 – Minutes of the last meeting held 10th November 2011

It was confirmed that the Principal had re-written minute 8 (ii) Review of Governance.

Item 4 – Matters arising (i)

Members noted that the issue of SLT health checks was still to be taken to the Remuneration Committee but noted that this would be suggested as a requirement rather than a benefit.

Rem.
Committee

Item 4 – Matters arising (ii)

It was noted that a more detailed paper outlining plans for the limited company had been prepared and taken to the FE&GP Committee who had recommended them to the Governing Body.

Item 5 – Past audit reviews progress report

The Deputy Principal reported that the proposal for the University College to become a member of the Network of Black Professionals in order to build up networking and exchange opportunities was still to be put forward to the Diversity and Equality Committee. The last meeting had been cancelled and was due to be rescheduled in the near future.

HM/D&E

Item 6 – Draft data assurance framework

The Clerk to Governors confirmed that she was due to meet with the auditors the following week and a more detailed report on one section of the Data Assurance Framework would be prepared for the autumn meeting.

VM/
Next mtg.

5. External audit

(i) Planning arrangements for financial year ending 31st July

External auditor, David Hoose noted that the structure of the report was similar to prior years and highlighted that Tenon were now in their fourth year of service. It was noted that the fees were in line with what had been quoted and the strategy was relatively unchanged. Materiality numbers were up on last years.

Members noted that most issues outlined in section 5 of the

report had been reported on in previous years, with most relating to capital developments on campus. The timetable of audits scheduled to take place was noted in section 7.

6. Internal audit

(i) Update on audit reviews

(a) Review of costing

Internal auditor, Sean Ryan reported that he was currently in discussions with the Director of Resources and the Director of Enterprise regarding catering facilities.

(b) IT risk identification and management

It was reported that a workshop had taken place with the Head of IT, following which the Director of Resources had drawn up a risk register.

It was also reported that arrangements for debt collection had improved and IT network security was to be reviewed in July. Full reports would be available for the next meeting to include a brief follow up on last year's SU audit.

Next mtg.

7. Risk Register

Data Manager, Steve Audis attended the meeting for this item.

(i) Update on major risks

The Principal presented the summary of institutional level top risks in the absence of the Deputy Principal, reporting no actions or progress.

(ii) Student data update

Members received the Student Data Report and the Chair welcomed the Data Manager into the meeting. The Data Manager reported that the Quality and Data team had looked at the quality of the data provided in the system and as part of this had identified that student record data was a risk to the institution. This had resulted in a review of the information currently stored in the system and the appointment of additional personnel to input information and ensure accuracy. It was also reported that the hardware and software were up to date ready for the HESA submission.

The Committee noted that the Data Team were making a huge difference in this area, making progress on cleansing legacy data to comply with new requirements. A holistic picture of student data across the institution was beginning to emerge and key people were now meeting regularly and working to improve

data quality and understand the impact of data across teams. The goal was to be more proactive rather than reactive. The Chair wished the Data Manager and his team well with the system upgrade scheduled for the following week and noted that the Committee looked forward to hearing how it all went in the autumn term.

Next metg.

8. Agenda suggestions

- Update on student data transfer and how it all went;
- Data Assurance Framework – to have one or more of the updated sections;
- Internal audit reports;
- Proposed audit programme for 2012/13.

9. Any other business


Members noted that the lay governor members of the Committee had met with the internal auditor at lunchtime. It was reported that all were satisfied and all questions had been answered appropriately.

10. Key items for the Governing Body

- Institutional risks update;
- Student data.

11. Date of next meeting

The next meeting of the Audit Committee would take place on Thursday 27th September 2012 at 2:00 pm. The Very Reverend Philip Buckler forwarded his apologies for this meeting. It was also noted that the present meeting was to be Judith Babb's last as her second term as governor was to come to an end. The Chair thanked her for her contribution to the Committee and members wished her well for the future.

Signed  Date 27/9/12