

CITY OF WOLVERHAMPTON COLLEGE

Minutes of the meeting of the Audit Committee of the Board of Governors held
on Wednesday 29 April 2009 at 3.30pm in Room 255, Wellington Road

PRESENT

Mr D Swingwood (Chair) Mr B Moore
Ms R Bansal Mr R Williams

Ms S Meddings (Clerk)

IN ATTENDANCE

Ms A Buick (Bentley Jennison)
Mr P Green (Bentley Jennison)
Mr I Millard
Ms E Payne
Mr P Polowyj
Ms L Tweedie (Bentley Jennison)

APOLOGIES FOR ABSENCE

Apologies for absence were received from Dr M Hardacre.

01/09 MINUTES OF THE PREVIOUS MEETING – 3 DECEMBER 2008

Resolved:

That the minutes of the previous meeting held on 3 December 2008 be approved as a correct record.

02/09 MATTERS ARISING – FRAMEWORK FOR EXCELLENCE – LSC'S FINANCIAL MANAGEMENT AND CONTROL EVALUATION

Arising on Minute No 31/08, the Committee noted correspondence dated 1 April 2009 from the LSC informing the College that the LSC concurred with the College's self assessment of its overall Financial Management and Control Evaluation grade as "Good".

03/09 CORRESPONDENCE

The Committee noted correspondence dated 19 February 2009 from the LSC Regional Audit Manager advising of the College's continued eligibility to decide not to submit an interim regularity audit report for the period ending March 2009.

It was further noted that the College was still required to submit an annual regularity audit report as part of the College's audited financial statements.

04/09 INTERNAL AUDIT REPORTS 2008/09

Bentley Jennison presented 4 Internal Audit reports to the Committee, commencing with a summary progress report on work completed on the Internal Audit operational plan. It was noted that delivery against the operational plan was on track.

In noting a number of “Client Briefings” appended to the progress report, the Chair asked whether there was a mechanism within the College for ensuring that any compliance issues were actioned. It was reported that areas of non-compliance would be picked up through the College’s risk management processes including internal audit.

The following internal audit reports were presented for consideration by Governors:

- Capital projects
- Framework for Excellence
- Follow up
- Train to Gain

It was noted that the reports on Capital Projects and Framework for Excellence both received substantial assurance and that the Follow Up review found that the College had demonstrated good progress in implementing actions agreed to address internal audit recommendations.

In respect of the report on Train to Gain, it was noted that this was an Advisory report undertaken at the request of College Management to consider the controls in place to ensure that Train to Gain students were supported by the necessary paperwork to meet LSC requirements. The review further looked at whether processes were operating in a timely and effective manner.

The Committee gave consideration to the recommendations arising from the review, specifically the recommendations on reviewing programme “end dates” and evidencing regular progress reviews.

It was reported that the internal audit review had been extremely helpful to the College in highlighting areas for improvement. In this context, it was reported that staff from the College’s Quality Team were working with the Quality team from Employer Engagement to implement “spot checks”. It was further reported that the software available to the sector for capturing Train to Gain data was limited and that the College would be exploring options around the availability of more sophisticated software.

The Committee agreed that Train to Gain should be included in next year’s (2009/10) Internal Audit Follow Up review.

05/09 TERMLY ASSESSMENT OF RISK MANAGEMENT FRAMEWORK

In receiving a report on the termly assessment of the College’s Risk Management Framework, the Committee noted the following:

The in year risk register as at April 2009. It was reported that this would be reviewed in June and that the Committee would receive an update at its July meeting.

The establishment of a Governors' Steering Group responsible to the Board of Governors for the oversight of the Academies project. The terms of reference of the Steering Group were noted.

**06/09 INTERNAL AUDIT RECOMMENDATIONS – IMPLEMENTATION
PROGRESS REPORT**

The Committee received a summary of progress on the implementation of internal audit recommendations reported during the 2006/07, 2007/08 and current (2008/09) academic years and agreed that good progress had been made.

it was noted that, of the 3 outstanding recommendations from the 38 reported during 2006/07, 2 would be implemented as part of the current review of the College's five year Strategic direction and one would be implemented as part of the re-tender of the College's payroll service in the summer of 2009.

**07/09 TENDER FOR THE INTERNAL AUDIT SERVICE AND THE FINANCIAL
STATEMENTS AUDIT SERVICE**

The Committee noted that it was the College's intention to re-tender for both audit services during the current calendar year.