

**Pre-Meeting with Auditors**

Governing Body members of the Audit & Risk Committee met with representatives from NIAO, GT and DfE at 5.00pm, prior to the full Committee meeting.

**Minutes of the unreserved business meeting of the Audit & Risk Committee held on 8 November 2018 at Farm Lodge Campus, Ballymena commencing at 5.10pm.**

**Present:** Mrs I Allison, Mrs J Eve, Dr K McCambridge, Mr W McCluggage (Chair)

**In Attendance:** Dr S Brankin, Mr D Conliffe (DfE), Ms K Doey (NIAO), Mr D Hewitt, Mr M Higgins, Mr S Laverty, Mr K Leckey (58.5), Mr P O'Connor (GT), Mr N Taylor (GT), Mr V Taggart  
Mrs K Wallace (Secretary)

**58.1 Apologies**

Apologies were received from Mr Hutchinson and Prof Scott.

**58.2 Declaration of Interests**

There were no declarations of interests.

**58.3 Minutes of the Last Meeting**

The minutes of the meeting held on the 26 September 2018 were approved subject to Mr Conliffe's name being added to the list of attendees.

Proposed: Mrs Allison      Seconded: Dr McCambridge

**58.4 Matters Arising**

Audit & Risk Committee Self-Assessment to be considered under Chair's Communication.

The agreed schedule of Committee meeting dates was noted.

**58.5 Health & Safety**

Mr Kyle Leckey, Health & Safety Coordinator, presented his report on Health & Safety (H&S). He updated members on accident and incident trends and highlighted key actions taken to reduce total reports and claims. He also advised that the recent Internal Audit assurance within H&S was Satisfactory.

Committee noted ongoing liaison between the College and McAdam Design in relation to risk reduction around the potential construction site and traffic when the new build starts.

Mr Leckey left the meeting at 5.30pm.

**58.6 Chair's Communication**

The Chair advised Committee on the temporary appointment of Mr Higgins as Acting Accounting Officer from 8 November 2018 until Prof Scott's return.



As a result of internet access difficulties, it was agreed to defer review of the Audit & Risk Self-Assessment summary to the next meeting of Committee.

**ACTION:** The Secretary would include Committee self-assessment results on the agenda for the next meeting.

#### **58.7 Update on Cyber Security**

Dr Brankin presented an update on the potential business risk and impact of cyber security and highlighted current and key threats for the College and FE Sector in general. Work was ongoing with the Department for funding to replace the wifi network required to ensure enhanced security and connectivity. Committee noted proactive action being taken to mitigate risk and the ongoing evaluation of the necessity for insurance against cyber-attack.

#### **58.8 Internal Audit – Grant Thornton**

Mr Taylor introduced Mr Patrick O'Connor who had recently joined Grant Thornton as Audit Manager.

Mr Taylor presented the final report on the Sector Wide Review of Properties Division. Committee noted that the report would be used by NIFON to complete a business case which would be submitted to the Department for review, before the end of the year.

Mr Taylor highlighted the revised Draft Internal Audit Plan which had been updated to take account of timings agreed with management.

Committee noted that Terms of Reference had been issued early for planned audits in response to KPI improvements during 2018/19 by GT.

It was agreed to consider the Annual Report and Accounts before the item on External Audit.

#### **58.10 Annual Report and Accounts**

Mr Lavery highlighted the summary of key changes to the accounts and the report was taken as read.

Mr Lavery thanked NIAO and the College finance team for all their work on the annual accounts and members welcomed the end of additional scrutiny by NIAO and the fact that the College was now on the same reporting framework as the other Colleges.

Committee noted the draft design version of the Annual Report.

#### **58.9 External Audit**

Ms Doey spoke to her report, highlighting presentational adjustments and noting no unadjusted misstatements. The recommendation to the Comptroller and Auditor General would be an unqualified audit opinion.

Attention was drawn to one Priority 3 finding, which had been accepted by management.

Ms Doey thanked the College management and finance team for their help in the smooth completion of the audit and members noted the proactive, collaborative relationship between NIAO and the College.

On the proposal of Mrs Eve and seconded by Mrs Allison, Committee accepted the Annual Report and Accounts and agreed to recommend approval to the Governing Body.

#### **58.11 Audit & Risk Committee Annual Report**

Consideration was given to the Audit & Risk Committee Annual Report for 2017/18. The Chair proposed a vote of thanks to the previous Chair of Committee, Mr David Lennox, for his help in reviewing and commenting on the report.

On the proposal of Mrs Allison and seconded by Dr McCambridge, Committee adopted the report, which would be presented to the Governing Body.

#### **58.12 Risk Register**

Mr Higgins presented the Risk Register at 31 October 2018, which had been updated to reflect the move to Outcomes Based Accountability (OBA).

SLT members summarised and updated on risks in relation to enrolment and achievement targets, quality of education, financial health and the STS programme. Mr Lavery updated the Committee on the inclusion of a new risk relating to pay matters. Committee was content to continue to monitor risk in relation to CPD/Procurement for Estates and Mr Conliffe requested an update to the title of risk 9 in relation to revalorisation of lecturers' pay.

**ACTION:** The title of risk 9 would be updated.

#### **58.13 Potential Data Breach Register**

Mr Hewitt presented the register to Committee noting that 'near misses' would be added to the register going forward, to inform members of potential data breaches.

**ACTION:** The Audit & Risk Committee will discuss at the next Governing Body, a decision on whether it was content for the review responsibility to rest with the Audit & Risk Committee.

#### **58.14 Any Other Business**

The Chair asked that thanks be communicated to Mr Leckey for his excellent work on achieving reduced H&S incident numbers.

**ACTION:** Mr Higgins would pass Committee's thanks to Mr Leckey.

#### **58.15 Date of Next Meeting**

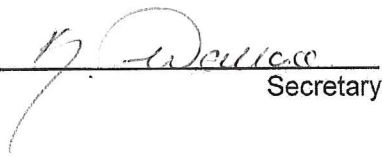
The next meeting will be held on Thursday 21 February 2019 in Newtownabbey campus, commencing at 5.00pm.

The meeting ended at 6.30pm.



Mr W McCluggage   
Chair

Date 21/02/2019  
21 February 2019

Mrs K Wallace   
Secretary