

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 21 February 2019 in Newtownabbey campus commencing at 5.15pm.

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

In Attendance: Mr M Cardwell (DfE), Ms K Doey (NIAO), Mr M Higgins, Ms D Kerr (59.9), Mr S Lavery, Mr G Millen (59.8), Prof T Scott, Mr N Taylor (GT), Mr V Taggart
Mrs K Wallace (Secretary)

59.1 Welcome and Apologies

The Chair welcomed Mr Cardwell, Ms Kerr and Mr Millen to the meeting.

Apologies were received from Dr Brankin.

59.2 Declaration of Interests

There were no declarations of interests.

59.3 Minutes of the Last Meeting

The minutes of the meeting held on the 8 November 2018 were approved.

Proposed: Mrs Eve Seconded: Dr McCambridge

59.4 Matters Arising

Noted that any outstanding matters arising had been included on the agenda for the meeting.

The Chair advised his intention to take item 59.9 at this point in the meeting.

59.9 Information Governance Procedure and Register

Members noted that the title of the data incident register had been changed to Information Governance Incident Register, to more accurately reflect the contents of the document.

Prof Scott joined the meeting at 5.25pm.

Ms Kerr outlined her role in Data Protection work including developing plans and sectoral policy in collaboration with SERC and SRC. In response to a question regarding resource and capability, she confirmed her confidence to undergo early audit, should it arise and Committee noted that as DPO, she reports directly to the Chief Executive.

Members noted information on information governance registers and FOI requests for November 2018 – January 2019.

Ms Kerr left the meeting at 5.40pm.

59.5 Chair's Communication

The Chair referred to the attached Terms of Reference and requested members' feedback.

Committee noted that Information Governance would be included on the agenda at meetings.

ACTION: Information governance and New Build Project would be added to the ToR and the role of the staff member on the Committee would be reviewed and added. Membership of committee to be updated.

The updated ToR would be brought back for Committee to review.

The Chair advised that there would be a brief session at the end of the meeting to review reserved business.

59.6 Internal Audit – Grant Thornton

Mr Taylor presented the final report on fixed assets which had received a satisfactory assurance rating. Committee heard officers' proposals for carrying out work on minor recommendations in relation to asset tagging and asset verification checks.

Committee noted the Internal Audit Progress Report and reference was again made to the timing of reports, the majority of which were scheduled for presentation at the next meeting.

59.7 External Audit

Committee agreed the final RTTCWG report.

Proposed: Mrs Allison

Seconded: Mr Hutchinson

59.8 Risk Register

Mr Higgins presented the Risk Register at 31 January 2019 which had been updated to reflect changes in risk 5, 7 and 9.

Mr Millen spoke to the report on Risk 9 and summarised concerns leading to escalation of the risk profile, including the loss of the Sector Wide Project Director and the potential need for review of the system design. A report detailing issues had been sent to the Department and the response would be shared with Committee when received.

Prof Scott outlined concerns around the rotating SRO role given the scale and complexity of the project.

Committee expressed some strong concerns around the poor management of the Sector Wide project.

ACTION in relation to Risk 9:

- Risk to be escalated to the Governing Body.
- A robust report to be sent to the Department via the Project Board.
- Concerns to be reflected through the Chair at the accountability meeting in April.

The Chair reviewed all other Amber/Red risks contained in the report. Committee were advised that the realignment of business development would be taken forward in March and that the business case in relation to Property Division was now back with BMC before being resented to the Department of Finance.

ACTION:

- The College risk register would be updated to reflect escalated risk in relation to the New Build project.
- Committee's concerns in relation to Property Division would be highlighted at the upcoming Finance Directors' meeting.

59.10 Registers

Committee noted the FOI and Whistleblowing registers and a nil return for Hospitality and DACs.

59.11 Any Other Business

None.

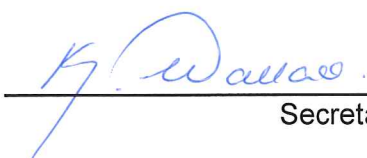
59.12 Date of Next Meeting

The next meeting will be held on Thursday 6 June 2019 in Farm Lodge.

The meeting ended at 6.40pm.

Mr W McCluggage 
Chair

Date 19th June 2019
19 June 2019

Mrs K Wallace 
Secretary