**AUDIT COMMITTEE AGENDA**

For meeting from 5.00 pm on Monday 6th March 2023

Board Room, Cirencester College

In attendance:

Nick Case – Cirencester College IT Manager

Angelo Faria – Cirencester College Finance Director

Karen Fraser – Cirencester College VP Student Experience and External Relations

Jacqui Parry Jones – Cirencester College Head of HR

Jeannie Adam – Clerk to the Corporation.

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|  |  | Who | Time |
| 1. | **Apologies for absence** | Clerk/Chair |  |
| 2. | **Declarations of interest** | Clerk | - |
| 3. | **HR System (confidential)**  To receive a verbal report from the Head of HR on the new HR system, the implementation plan and timetable. | Head of HR | 10 |
| 4. | **IT and cyber security (Confidential)**  **IT and Cyber-security report (confidential)**   1. To receive and note the IT and cyber-security report for March 2023. 2. To receive and note the IT and cyber security risk register for March 2023. | IT Manager | 15 |
| 5. | **Confidential**   1. Notification of incidents of losses and fraud since the last meeting. 2. Notification of any whistleblowing incidents since the last meeting (verbal report) | Chair/Finance Director/Clerk | 5 |
| 6. | **Minutes of previous meeting**  To receive and approve the minutes of the last meeting of the Audit Committee on 21st November 2022 (NB issued for comment on 28th November 2022 and reviewed by Corporation on 5th December 2022):   1. Confidential internal minutes 2. External minutes | Chair/Clerk | 5 |
| 7. | **Matters arising from the previous minutes**  Matters arising from the minutes of the Audit Committee of 21st November 2022 not covered elsewhere on the agenda. | Chair/Clerk | 5 |
| 8. | **External Auditors tender process – confidential. Committee members and Finance Director only**   1. To receive an update report regarding the external auditor tender process. 2. To receive the details of the companies which have entered the external audit tender process. 3. To appoint the selection panel, to agree the date and the procedure.     **(Audit committee terms of reference 3.10)** | Chair/Clerk | 15 |
| 9. | **ONS reclassification**  Following a review into the classification of the statutory further education (FE) sector (FE colleges, sixth form colleges and designated institutions) and their subsidiaries in England, the Office for National Statistics (ONS) has reclassified colleges and their subsidiaries into the central government sector. An understanding of the following document is now required by the Corporation:   1. HM Treasury Managing Public Money (chapter 4 refers to ‘Governance and Management’) (March 2022).   The ESFA has published guidance to aid the meeting of the new requirements following reclassification:   1. College requirements for write-offs and losses (31 January 2023) 2. Senior pay controls for colleges (31 January 2023) 3. College requirements for special payments including severance, compensation and ex-gratia payments (31 January 2023) 4. College requirements for indemnities, guarantees and letters of comfort (31 January 2023) 5. College requirements for novel, contentious and repercussive transactions (31 January 2023). | Chair | 15 |
| 10. | **Risk Assurance Register**  To receive the Risk Assurance Register as of March 2023. | AF | 15 |
| 11 | **Interim Risk Management Report**  To receive the Interim Risk Management Report as of March 2023. | AF | 10 |
| 12. | **Capital Projects Progress Report**  To receive the Capital Projects Progress Report as of March 2023. | AF | 10 |
| 13. | **Outstanding audit recommendations**  To receive the registers of outstanding audit recommendations as of March 2022:   1. HR Audit – July 2020 (note: this report was received by Audit Committee at its meeting on 21st November 2022 where the committee decided to keep this item open pending the report on the new HR system to this meeting – agenda item 3 refers).   **The committee is asked to decide whether, in light of the implementation of the new HR system (item 3 refers), the outstanding recommendations from the HR Audit of July 2020 can now be closed.** | Chair | 10 |
| 14. | **Internal audit 2022-2023**  To receive, review and note the current status of the internal audits for 2022-2023 (as approved by Corporation on 27th June 2022).   1. Core financial controls – from TIAA.  **(21st November 2022 meeting noted this will be scheduled for March/April 2023).** 2. Asbestos – management & penetration survey. (**Complete – reported to Corporation on 5th December 2022).** 3. Cyber security assurance. **(21st November 2022 meeting noted that a penetration test will be commissioned for the early part of 2023).** 4. Employer related review – work placements, work experience etc. **(21st November 2022 meeting noted that these details will be confirmed at a later date).**   **(Audit committee Terms of Reference 3.4)** | Chair/AF | 10 |
| 15. | **Policies**  The following policies are due to be reviewed by Audit Committee prior to approval by the Corporation at its meeting on 20th March 2023:   1. Cirencester College Fees Policy 2022/2023 (note deferred from 21st November 2022 meeting). 2. Cirencester College Fees Policy – draft for 2023-2024. | Chair/Finance Director | 10 |
| 16 | **Pensions - 31st July 2022 FRS102 LGPS Pensions accounting valuation**  Further to the Audit Committee meeting on 21st November 2022, the following document was identified as meriting further consideration by the committee (minutes of 21/11/2022 meeting refer):   1. 31st July 2022 FRS102 LGPS Pensions accounting valuation report (seen by committee 21/11/2022). | Chair/Finance Director | 10 |
| 17. | **Auditor performance review - confidential**   1. To receive the auditor evaluation verbal report from the finance team regarding Mazars performance during external audit of financial statements to July 2022.   **(Audit Committee Terms of Reference 3.2 refers).** | Chair | 10 |
| 18. | **For information - Recent documentation which informs the work of Audit Committee**   1. ESFA guidance - The scope of work of audit committees and internal auditors in college corporations (updated 25th January 2023). 2. Department for Education guidance – Secretary of State for Education statutory intervention powers for the further education sector (December 2022). 3. ESFA guidance – 16 to 19 funding: information for 2023 to 2024. (9th January 2023). 4. HM Treasury guidance – Energy bills discount scheme (9th January 2023). | Chair | 5 |
| 19. | **Any Other Business**  Chair to be informed in advance of the meeting.  Inclusion on the agenda at the discretion of the Chair. | Chair | - |
| 20. | **Date of the next meeting**  The next Audit Committee Meeting will take place on Monday 12th June2023 from 5pm in the Board Room at Cirencester College. | Chair |  |