



AM advised that this service was managed through APUC. Work continues encouraging staff to undertake good procurement processes to ensure best value for money and to try to reduce costs and expenditure.

The Committee **noted** the update provided and looked forward to the presentation from the Procurement Team later in the year.

**AR750 Internal Audit Plan 2023/2024 Update**

SP spoke to the progress report provided. He noted that Phase 1 and 2 had been fully completed, with the Procurement and GDPR reports submitted to this meeting. He noted that the Governance audit had taken place in early January and the draft report had now been issued to management. Dates had been arranged for some of the audits scheduled for Phase 4. He further advised that a meeting is arranged with AM to discuss and agree timing for the remaining audits for the 2023/2024 plan.

**Action: AM/SM**

JR asked what the impact has been with not having the Finance Director in post. AM advised that she was picking up this area. She advised that the Head of Finance had also announced their retirement. She further noted that recent recruitment had not proved successful for the Finance Director post. She did note, however, that the College had been successful in appointing a Head of Campus Operations and Director of IT.

AM, noting her involvement in the forthcoming budgeting process, advised that she would continue to manage this area until such times as suitable appointments are made.

LC advised that the Executive were currently discussing options for these roles.

LC advised that the Board Strategy Day had taken place on 17 January 2024. Further information and update on the Strategy would not be submitted until the April Board meeting. She advised that a replacement should be sought for the audit days held for the Corporate Strategy, within the 23/24 Plan.

**Action: AM/SM/SP**

The Committee **noted** the updates provided.

**AR751 Internal Audit Report – Procurement**

SP spoke to the report provided. He advised the Committee of the Strong level of assurance surrounding the arrangements in place for procurement compliance at the College. Five areas of good practice were noted, with one low level recommendation, which has already been implemented.

The Committee **noted** the excellent report and congratulated the team involved.

**AR752 Internal Audit Report – GDPR**

SP spoke to the report provided. He advised the Committee of the Strong level of assurance surrounding the arrangements in place for GDPR compliance at the College. Seven areas of good practice were noted, with two low level recommendations, which have been accepted by management and will be implemented by 31 March 2024. These will now be added to the RAAP for monitoring until implementation.

**Action: SM**

TD asked with the emergence of systems and AI tools would there be any specific tasks for use and GDPR compliance. SP noted that this hadn't been raised with him before and that he would investigate this area further.

**Action: SP**

AM advised that further information on the use of AI tools and GDPR implications would be sought by the DPO. She further noted that Director sign off would be required for the purchase of any such tools and that this would also include controls to be put in place as well as a DPIA. It was also agreed that Policies should be reviewed to include any reference for AI tools.

**Action: AM**

The Committee **noted** the excellent report and congratulated the team involved.

#### **AR753 Rolling Audit Action Plan**

AM noted the report providing an update on the status of recommendations made by auditors. She advised that the College eight recommendations are awaiting final validation by the auditors. A further eight remain in progress and are within deadline dates. One recommendation is requesting an extension due to the capacity and resource available within the Team.

The Committee noted and questioned the following:

- IA22-23(04) – Safeguarding. Extension request date to be checked (31/1/24)
- IA22-23(09) – People Strategy revised date to be changed to 30/4/24
- Tasks assigned to Director of Finance and any other leavers to be re-assigned asap
- Where progress is reported as a %age, further commentary required in latest note.
- Consistency to be applied on the percentage progress.

**Action: AM/SM**

The Committee **noted** the update provide and the progress being made on the actions.

#### **AR754 Schedule of Business**

The Audit & Risk Committee **noted** the 2023-24 Schedule of Business that would be submitted to each meeting. The Procurement Team Presentation to be added to May meeting.

**Action: SM**

#### **AR755 Date of Next Meeting:**

- Date of Next meeting: - **Wednesday 27 March 2024, via Teams**

#### **AR756 Any Other Business**

With no further business raised, the Chair closed the meeting