

Audit & Risk Committee: Actions from the Minutes

Date of Meeting	Min Ref	Matter for Action	Responsible Person	Action Taken	Status / Timescale
24 May 23	AM710	<u>Committee Effectiveness Review</u> To arrange for Committee / Board members to visit campuses to meet students and staff as part of overall Board development sessions.	L Connolly	To be arranged in the future.	Pending Session 2023-24
24 May 23	AM710	<u>Committee Effectiveness Review</u> Invite to be extended to wider Finance Management Team for short introduction.	A McDonald	Procurement Team to present at future meeting.	Pending To take place in summer 2024
24 May 23	AM710	<u>Committee Effectiveness Review</u> Chair to arrange 1-2-1 review meetings with Audit Committee members.	R Leitch	New Chair in place from January 2024. Meetings to be arranged with Members	Pending By March 2024 Committee meeting
24 May 23	AM710	<u>Committee Effectiveness Review</u> For the future agenda to include risk, actions and appetite considerations following wider Board session.	A McDonald		Pending Future meeting
6 Sept 23	AM729	<u>Committee Remits</u> Tenure for Co-opted Members to be amended to 4 years, if approval given at Board meeting	S McDonald		Completed Tenure agreed and Remit updated and approved at October 2023 Board Meeting

Date of Meeting	Min Ref	Matter for Action	Responsible Person	Action Taken	Status / Timescale
6 Sept 23	AM732	<u>IT Controls</u> Check to be made on what training is provided to students on cyber security	A McDonald/ B Stobbs	As part of joining the College all students are given guidance on access control and use of College electronic assets.	Completed
6 Sept 23	AM732	<u>IT Controls</u> The Chair requested an update at the next meeting on a) the outcome of penetration testing to be provided via JISC; b) completion of the migration to Cloud backup; c) the outcome of the disaster recovery plan testing; d) progress on appointing the Information Security Officer and the related restructuring of the IT Security resources within the College	B Stobbs B Stobbs B Stobbs A McDonald	Penetration testing results received from Jisc, and recommendations being worked on by IT Team. Some recommendations will be negated by current running projects (e.g. Civica, and Infrastructure Renewals) Cloud backup system now fully operational Disaster Recovery Plan testing to be scheduled IT reshaping currently running will consider this.	a) Completed b) Completed c) Pending d) Pending
6 Sept 23	AM733	<u>Risk Management Policy</u> Revisions to be made to Policy: - Change to refer to Audit & Risk Committee - Committees to provide report to A&R Comm on level of	A McDonald	Policy now updated to include various actions	Completed

Date of Meeting	Min Ref	Matter for Action	Responsible Person	Action Taken	Status / Timescale
		<p>comfort regarding risk areas under their remit</p> <ul style="list-style-type: none"> - Separate IT Security /DP from Digital categorisation - Designation of person completing EIA to be added 			
6 Sept 23	AM739	<p><u>Rolling Audit Action Plan</u> Mobile Device Management completion date to be reviewed to see if it can be brought forward from 31 March 2024</p>	B Stobbs	Microsoft's Cloud Management Gateway now in place and providing us with control over devices via the internet. Specifically, we now have the ability to remotely wipe Windows laptops, which is what RAAP action required.	Completed
6 Sept 23	AM741	<p><u>AOCB</u> Update to be given to Board on 9 October 23, on RAAC within College Estate</p>	L Connolly		Completed Update submitted to 9 Oct 23 Board meeting

Title of Paper	Internal Auditors Progress Report – 2023/2024
Presented by:	Stephen Pringle, Wylie & Bisset
Status:	PUBLIC
Recommendation:	To Note

Purpose / Executive Summary:

The Audit Committee approved the 2023-24 College internal audit plan on 24 May 2023. The attached report provides the Audit Committee with an update on 2023-24 planned internal audit activity and key performance indicators for the year including:

- Agreed timings of the approved internal audit assignments.
- Dates that the Committee can expect to receive the internal audit reports.
- Agreed timings for the other audit work to be undertaken.

Phase 1 and 2 assignments have now been undertaken, with the work to complete the phase 3 assignments having commenced on early January 2024 as planned.

The College will continue to work with the internal auditor to find suitable dates for future internal audits as planned. This work will be completed before the 24 May 2023 Audit Committee.

The paper is presented in line with West College Scotland Audit Committee Terms of Reference: *‘To agree the Internal Audit Plan and review the Internal Audit Annual Report’*

Recommendations:

The Audit & Risk Committee are asked to **note** the progress on the 2023-2024 internal audit plan.

Implications:	
Financial	There are no financial implications in this report
Student Experience	There are no student experience implications associated with this report.
People	There are no people or HR implications associated with this report
Legal	There are no further legal implications other than those noted above
Reputational	There are no reputational issues associated with this report
Community/ Partnership impact	There are no community implications associated with this report
Environment	There are no environmental implications associated with this report
Equalities	There are no equality implications associated with this report

Title of Paper	Rolling Audit Action Plan
Presented by:	Amy McDonald, Vice Principal Operations
Decision:	For Approval
Status:	PUBLIC

Purpose / Executive Summary:

The purpose of this report is to update the Audit Committee on the status of recommendations made by the College internal and external auditors.

- Two completed recommendations have been validated by the Internal Auditors.
- Eight further completed recommendations require to be validated by the Internal Auditors for the College to work through with Internal Audit – all recommendations are within completion required date.
- There is one recommendation where an extension to the previously stated deadline is being requested.
- Eight recommendations remain in progress.

The paper is presented in line with West College Scotland Audit Committee Terms of Reference:

‘To review the Internal Audit reports, the management response to them and to review implementation of the actions required.’ and ‘To review the Rolling Audit Action Plan at each meeting.’

Recommendations:

The Audit Committee is asked to **consider and approve** the Rolling Audit Action Plan.

Implications:	
Financial	Not applicable for this report
Student Experience	Not applicable for this report
Human Resources	Not applicable for this report
Legal	Not applicable for this report
Reputational	Not applicable for this report
Community/ Partnership impact	Not applicable for this report
Equalities	Not applicable for this report
Environment	Not applicable for this report

Background

The Rolling Audit Action Plan (RAAP) (Appendix A) provides an update on the progress made by the College in addressing the recommendations arising from the work of both the internal and external auditors.

Overall Position

The summary table on page 2 indicates the origin of the 17 outstanding recommendations. The status table on page 3 summarise the status of the recommendations:

- 8 have been completed and are awaiting review by the auditors.
- 1 request for extension of time is being proposed for consideration.
- 8 are in progress with relevant deadline dates in the future.

Recommendation Status

Audit recommendations are graded as noted below:

	Grading	Classification
1	High	Major weakness that we consider needs to be brought to the attention of the Audit Committee and addressed by Senior Management of the organisation as a matter of urgency.
2	Medium	Significant issue or weakness which should be addressed by the organisation as soon as possible.
3	Low	Minor issue or weakness reported where management may wish to consider our recommendation.

The table below summarises the gradings of the outstanding recommendations:

Audit Grading	Low (3)	Medium (2)	High (1)	Total
2023/2024	9	8	0	17

Next Steps

The College will:

- Update the Rolling Audit Action Plan following consideration by the Audit Committee.
- Engage with the external auditors to review closure of the 2 year end credit audit recommendations.
- Continue to monitor the Rolling Audit Action Plan.
- Continue to work with the internal auditors to remove the recommendations considered as fully implemented for consideration by the next Audit Committee.

Title of Paper	2023-24 Audit & Risk Committee Schedule of Business
Presented by:	S McDonald, Governance Manager
Decision:	For review, comment and agreement
Status:	PUBLIC

Purpose / Executive Summary:

The role of the Audit & Risk Committee is to support the Board in its responsibilities of risk, control, and governance by reviewing the comprehensiveness of assurances in meeting the assurance needs of the Board, and by reviewing the reliability and integrity of these assurances through a process of constructive challenge.

The attached table gives Committee Members advance notice of the known items due to be discussed at forthcoming meetings. Please note that some of these will be subject to change as we progress through the year and other priorities emerge. This information has considered the internal and external audit plans, risk management responsibilities and the overall reporting requirements of the Committee. The calendar does not take into consideration future projects that may be submitted for discussion or approval; these will be added as timescales become known.

This table will be updated and presented for information at each Committee meeting. If there are material changes to the schedule of business these will be brought to the attention of the Committee.

The paper is presented in line with West College Scotland Audit Committee Terms of Reference: *'To review its own effectiveness at least annually and to report the results to the Board.'*

Recommendations:

The Audit Committee is requested to:

- **review** and make **comment** upon the proposed Schedule of Business and **consider** whether there are any further assurances required in work to be undertaken during 2023-24.



Audit Committee

Wednesday 31 January 2024 at 4.00pm by Teams

Agenda Item No: 12

Implications:	
Financial	Not applicable for this report
Student Experience	Not applicable for this report
People	Not applicable for this report
Legal	The remit of the Committee adheres to Audit Assurance Handbook guidelines and all areas are covered through the reports and information submitted to the Committee.
Reputational	Not applicable for this report
Community/ Partnership impact	Not applicable for this report
Equalities	Not applicable for this report -EIAs are embedded across the College's activities
Environment	Not applicable for this report

Audit Committee - Schedule of Business

Spring Meeting (March)	
Standing Items	Additional Items
	Introduction to Procurement Team
Previous Meeting Minute and Actions	Compliance and Legislative Update Report
Rolling Audit Action Plan	Audit Needs Assessment / Assurance Map Update
	Annual Review Process Agreement - Internal and Committee
	Review of Audit Committee Effectiveness
Internal Audit: (Updates / Reports)	Internal Audit Reports (Student Admissions, CPD, Governance)
	Internal Audit Plan Update
	Draft Internal Audit Plan for following year
External Audit: (Updates / Reports)	N/A
Policies	

Summer Meeting (May)	
Standing Items	Additional Items
Previous Meeting Minute and Actions	Review of Audit Committee Effectiveness
Rolling Audit Action Plan	Compliance and Legislative Update Report
Schedule of Business	Review of Strategic Risks
	Update on IT Risk Register
	Annual Review of Internal Audit (excl. auditors)
	Annual Meeting with Internal Auditor (excl. College staff)
	Report on Legislative Compliance (SFCFM, SPFM & CoGG)
	Dates of future meetings
Internal Audit: (Updates / Reports)	Internal Audit Reports
	Internal Audit Plan Update
	Internal Audit Plan (following year)
External Audit: (Updates / Reports)	External Audit Planning Strategy
Policies	Gifts, Benefit & Hospitality Policy (July 24)
	Anti-Bribery & Corruption Policy (July 24)

Autumn Meeting (Sept)	
Standing Items	Additional Items
Previous Meeting Minute and Actions	Review of Committee Remit
Rolling Audit Action Plan	Audit Committee Annual Report to the Board
Schedule of Business	Compliance and Legislative Update Report
	Review of Corporate Governance Statement
Internal Audit: (Updates / Reports)	Internal Audit Annual Report
External Audit: (Updates / Reports)	External Audit Update
	IT Security / Control Report

	National Fraud Initiative – Next initiative due in 2024 as undertaken every 2 years
	Annual Report on Whistleblowing
	Annual Report on FOI / DP / Hospitality and Gifts / Register of Interests
Policies	

Winter Meeting (November) (Joint with CDC)	
Standing Items	Additional Items
Previous Meeting Minute and Actions	Annual Meeting with External Auditor (no college staff)
Rolling Audit Action Plan	Financial Statements including Corporate Governance Statement
Schedule of Business	Audit Committee Annual Report to Board
Internal Audit: (Updates / Reports)	Internal Audit Annual Report
External Audit: (Updates / Reports)	Audit Report on Student Activity
	Audit Report on Student Funding Activity
Policies	

Late Winter Meeting (Jan/Feb)	
Standing Items	Additional Items
Previous Meeting Minute and Actions	Review of Strategic Risks
Rolling Audit Action Plan	Review of Corporate Governance Statement
Schedule of Business	
Internal Audit: (Updates / Reports)	Internal Audit Contract Review
	Internal Audit Reports
	Internal Audit Plan Update
External Audit: (Updates / Reports)	Evaluation of External Auditor
Policies	

Policies for consideration at future meetings	
Policy	Date of Review
Public Interest Disclosure Policy	6 September 2025
Risk Management Policy	September 2026