

The Henley College Corporation

MINUTES of the Meeting of the Audit Committee held on Monday 20 March 2017 at 09.00

Members Present: Stephen Forward (SF) Mohammed Khaliel Mia Tritton Charles Wiggins (CW)	Independent Member/Chair Independent Member Independent Member Associate Member	
In attendance: Kulbir Sethi (KS) Satwant Deol (SC) Jim McCaffrey (JMCC)	Director of Finance Principal Health & Safety Manager	Jacky Gearey Corporation Secretary
Agenda Item	Minutes	Action by
2.1	Opening of meeting The meeting opened at 09.00 am. The Chair welcomed everyone.	
2.2	Apologies for Absence There were no apologies	
2.3	Declaration of Interests No other interests were declared.	
2.4	Minutes of the Meeting of 14 November 2016 Resolved: The Committee agreed that the Minutes were an accurate record of the meeting of 14 November 2016 and were signed by the Chair.	
2.5	Matters Arising from Previous Meeting All actions covered off. Item 1.6 (i) there was discussion about the current firm of solicitors located in Birmingham and whether they met all of the college's needs, especially looking at the costs associated with using them, in addition who had overall oversight of the project and would question the costs. The Director of Finance explained that he manages this and used a three-tiered approach: ((a) something simple was referred to the lawyer who was on the governing board (b) for an intermediate provision he used an Oxford based lawyer who was familiar with Henley College and then (c) the specialist firm. The Director of Finance was asked to review the intermediate provision and report back to the committee for the next meeting. Item 1.8 Governors strategic risk register was on hold pending clarity on the new governance structure, and the new Chair of Governors and new Principal's priorities - this item to be put forward for next Corp meeting.	KS Chair/Corp Secretary

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	Item 1.9 Phase 1 of the security update had largely been commenced as urgent priority requirements. Chair and KS to take the proposed 3 phase security plan to the Corporation for their review and endorsement.	Chair/KS/Corp Secretary
2.6 & 2.7	<p>Internal Audit Reports and Internal Audit Feedback</p> <p>Items 2.6 and 2.7 have been amalgamated and the Director of Finance reported that there have been no internal audits since the last audit committee meeting in November 2016.</p> <p>At the November 2016 Audit committee meeting it was agreed to carry out a benchmarking exercise this year. An update on the benchmarking proposals is covered under item 2.12. There was a possibility of a mandatory audit for sub-contract work, which is being by undertaken in the College by Henley College Training. This had been conducted last year by Buzzacott in January 2016. It was a requirement from the SFA that all significant sub-contracts be audited and a certificate from the auditor be sent to SFA by May 2017. KS was to report back to the Audit Committee at the next meeting regarding plans for this audit.</p>	KS
2.8	<p>Action Report on Audit Recommendations</p> <p>At the November 2016 Audit committee meeting there were two reports within the Health and Safety Audit area which had some progress outstanding and these were discussed.</p> <p>The first report covered the outstanding actions within the main Health and Safety audit and the progress on them.</p> <p>As part of the Health and Safety audit the second report discussed the provision of a Health and Safety Management Plan which the college should implement and report on a rolling basis. The report for 2016/17 is up to February 2017.</p> <p>The Health and Safety Manager confirmed that all activities are logged (with who and when).</p> <p>The Health and Safety Manager left the meeting at 09.35</p>	
2.9	<p>Risk Management</p> <p>(i) Risk Register Update</p> <p>The SLT Risk Management Meeting took place on 15 March 2017 during which the Risk Register was updated. The SLT Risk Register had identified security as the number one risk – coded red. This has been covered under Items 2.8 and 2.10. The Chair reported that there were 6 main risks identified in the SLT risk register: the most important is Security, followed by Prevent, Income & Finance, Social Media, Health & Safety and Disaster Recovery. These risks had been reviewed by the SLT- apart from the security risk, which was red, all others have an amber status, requiring mitigation. The Risk Register will be sent out once updated to reflect this.</p> <p>On receipt of the new SLT risk register spreadsheet Corp Sec to send out to all committee members</p> <p>(ii) Risk Management Acton Plan & Strategic Risk Register</p> <p>The Chair confirmed that there is no action plan at present until the new Principal and Chair of Governors had established their priorities. The issue of a Governor's Strategic Risk Register is to be raised at the next Corporation meeting on 3 April 2017 as this is not an operational register. Corporation Secretary to take this forward to the Corporation meeting.</p>	<p>Corp Secretary</p> <p>Chair/Corp Secretary</p>

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	<p>(iii) Review Risk Management Group Minutes The Risk Management Group meeting notes had not been issued because the meeting had only just taken place – the Chair gave a verbal update.</p>	
2.10	<p>Health & Safety (i) Report & review of current H&S issues Health and Safety Manager updated the committee on his report covering:</p> <ol style="list-style-type: none"> 1. Minor accidents -17. 2. Fire evacuation drills 3. Lettings agency previously called 2JEvents now renamed "School Space". The lettings will take place "Out of College hours" – therefore in the evenings and weekends. At present there are no bookings permitted at Rotherfield for Sundays due to the restrictions on the use of Paradise Road. The Chair asked the Health & Safety Manager to confirm that the College insurances fully covered any third-party risks that might be encountered as a result of letting out our buildings etc. The Health & Safety Manager and Finance Director confirmed that this was the case. 4. Training. 5. All indemnity insurances are up to date which Director of Finance reaffirmed. 6. Training for Estates and IT staff for asbestos by end of March plus anyone involved with asbestos. 7. D1 Rear Gate - completion of the constructing of the gate and fence will be the end of March 2017. 8. Due to the upgrades for the CCTV systems, the review of lighting is on hold until the new installation of cameras to enable the exact position of the lights to be determined. 9. Additional physical security for the open site to deter unidentified/non authorised personnel access the site – identified by not having a lanyard. <p>The Principal left the meeting at 09.30 for another meeting.</p> <p>(ii) Review site security plan (the 3 phase plan) Implementation of the security project was suggested to be completed in 3 phases. Relevant costs for each phase have been provided to the Audit committee. The BCIF bid was for the capital value of £228,116 and an estimate amount of £25,000 for professional fees for planning, legal costs etc. The revenue expenditure comprising of salaries of security guards is not eligible for BCIF funding. Phase 1 of the project is underway and treated as priority notwithstanding the result of the BCIF bid. The CEAf for the CCTV and Deanfield has been approved by the Chair of the Corporation and this will be installed over the Easter period and should be complete by the end of April 2017 at the latest. It should be noted that there may be an impact on any estate improvements of the recommendations of the estates strategy being currently prepared by consultants Peter Marsh Consulting. The college is continuing to progress with the security improvements as this is high risk area. Physical security in terms of manpower and increased expenditure on CCTV may actually be a better investment than fencing whilst we wait for the result of the estates strategy exercise and indeed to see if we get any BCIF funds.</p>	

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	Phase 2 and 3 was yet to be agreed by the Corporation and the Chair commented that a map of the proposed changes would be ideal to show these physical changes. The Director of Finance was to produce a map of phase 1 completed and phase 2 and phase 3 (three separate colours), he also advised that there was a high risk that the College will not gain funding for phases 2 and 3 of the project, but that there is a ring fenced fund for estates related projects which will not affect the deficit. This is to be put before the Corporation to agree the bill but this will depend on result of BCIF bid to be advised shortly.	KS Chair/Corp Secretary
2.11	Election of Vice-Chair Due to various changes on the committee recently, it was decided that this position was not required, the rest of the Committee agreed. Resolved: there is no requirement to elect a vice-chair.	
2.12	Any Other Business (i) Future benchmarking proposals At the November Audit Committee meeting it was agreed that the College would proceed with the process for selection of an organisation to undertake benchmarking of the College (which includes finance, staffing, estates and funding data. Tribal was selected on the basis that they will carry out the benchmarking for the 3 colleges (Henley College, Cirencester and St Brendan's) at the same time for a reduced fee with all the colleges sharing the results. This exercise should be completed by mid-April 2017 and the results would be in the form of a report as well as access to the data online. Cirencester has confirmed that they will take part but the Director of Finance was still waiting to hear from St Brendan's. This item to be taken forward to the Corporation for information only. The Chair thanked Director of Finance for this.	Chair/Corporation Secretary
2.13	Items to be taken forward to next Corporation Meeting <ul style="list-style-type: none"> - Governors strategic risk register. - 3 Phase security plan - cost of Phase 2 and 3 to be provisionally agreed. - Benchmarking proposal (information only) 	Chair/Corporation Secretary
2.14	Date and Time of Next Meeting The next scheduled meeting is 3 May 2017 at 09.00	
2.15	Meeting Closure The meeting closed at 10.20	
	MINUTES of the meeting held on Monday 20 March 2017 were agreed and accepted as a true and accurate record and signed by the Chair on	