

## CAPITAL CITY COLLEGE GROUP BOARD: AUDIT COMMITTEE 2<sup>nd</sup> JANUARY 2022

<b>PARTICIPANTS</b>	Chris Hyams (Chair). Sanna Jordansson, Paul McLoughlin, Toyin Odutayo
<b>IN ATTENDANCE</b>	Rachael White, Sarah Venham, Stewart Cross, Graham Drummond, Jackie Rusling, Jackie Chapman, Kurt Hintz, Roy O'Shaughnessy
<b>APOLOGIES</b>	Cosette Reczek, Paul McLoughlin (for lateness)
<b>DECLARATIONS OF INTEREST</b>	None

The Chair welcomed members and explained that the purpose of the meeting was to check the progress of the resolution of recommendations made by the audit services (mostly the internal audit service). It was noted that at the committee's last meeting, concern had been raised about the number of unresolved recommendations, particularly in connection to funding assurance.

An updated tracker spreadsheet which provided details of the state of play with respect to audit recommendations had been circulated to members in the previous week and the Director of Finance was asked to present the report, with particular focus on high priority recommendations. The following was noted:

- The summary worksheet indicated that in total there were 34 recommendations which have not yet been signed off by the internal audit service, of those 28 recommendations have been completed are due to be considered by RSM for sign off. The deadlines for completion of the remaining 6 recommendations have been changed – but all of these are due to be complete by spring 2022. Five of these recommendations are in connection to Health and Safety issues, for which a new team has been appointed and therefore more time has been requested to ensure that issues are resolved in a satisfactory manner;
- RSM are due to carry out a follow up visit in March. In order to simplify the monitoring of recommendations, RSM will be maintaining the list of unresolved actions, rather than there being two systems in place;

The chair asked the executive team to provide assurance with respect to recommendations in connection to funding assurance. The following was noted:

- With respect to the accurate and timely recording of withdrawals, the Group has an improved central monitoring system which alerts MIS and curriculum staff to withdrawal risks in real time. Senior college teams monitor withdrawals on a weekly basis as well;
- With respect to issues surrounding the Total Negotiated Price (TNP) for apprenticeships and breakdowns of this being supplied in agreement letters with employers, this issue has been resolved for this academic year and the issue will be resolved for all previous years by the end of February;
- With respect to Apprenticeship funding assurance, it was further noted that all paperwork and systems currently used are up to date and compliant with regulations.

The Committee agreed that sufficient assurance had been provided that that audit recommendations have been resolved, and are being resolved, in line with reasonable expectations. It was further noted that senior management monitoring will be put in place at an earlier stage within the academic year so that the tracking of audit recommendations reported to future November audit committee meetings is more accurate, than has occurred in the past.

The chair thanks members and the executive team.

It was noted that the next meeting was scheduled for 23<sup>rd</sup> March.