
MINUTES OF THE FIFTY THIRD MEETING OF THE AUDIT & RISK COMMITTEE HELD IN THE BOARDROOM, STRAND ROAD CAMPUS ON MONDAY, 10 FEBRUARY 2020, COMMENCING 1120.

PRESENT:

Mr S Gillespie, Committee Chair
Mr G Killeen (via voice conference)
Mrs L Taggart

IN ATTENDANCE;

Mr P McKeown (Director of Finance & Economic Engagement)
Mr C McCavana (Internal Auditor, Grant Thornton)
Mr J McCallion (PwC)
Mr D Conliffe (DfE) via Skype
Mrs É Doherty (Governance Secretary)

53.1 WELCOME & APOLOGIES

Apologies were received from Mr P Canavan, Mrs C McFarland and Mr L Murphy (Principal & Chief Executive).

53.2 CONFLICT OF INTEREST DECLARATIONS/DECLARATIONS OF ANY OTHER BUSINESS

There was no conflict of interest declarations and no declarations of any other business.

53.3 DRAFT MINUTES OF THE COMMITTEE MEETING HELD ON 5 NOVEMBER 2019**➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Draft Minutes of the Committee Meeting held on 5 November 2019

The Draft Minutes were taken as read and agreed as a true and accurate record of the meeting.

PROPOSED: Mrs L Taggart

SECONDED: Mr S Gillespie

53.3.1 MATTERS ARISING – November 2019 Committee Meeting

- The change to the College Articles of Government have being approved by the Department (DfE) to allow Mr Gillespie to continue as Chair to the Committee on a temporary basis.

52.4 The Audit & Risk Committees' Annual Report to the Governing Body 2018/19 was amended and relevant Governors, staff and the Department were notified on 19/12/19.

52.6 The Student Council Report & Financial Statements Year ended 31 July 2019 were approved by the Governing Body at their meeting on 13 November 2019.

- The Internal Audit Plan & Timetable was approved by the Governing Body at their meeting held on 13 November 2019.
- The Internal Audit KPI's for 2019/20 are to remain as they were initially presented to the Committee in November 2019 and are included in the papers for this meeting for approval. (Ref 53.4)

52.7 The Annual Report & Financial Statements Year ended 31 July 2019 were approved by the Governing Body at their meeting held on 13 November 2019.

53.4 COMMITTEE CHAIR'S BUSINESS

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Report 1 Internal Audit Key Performance Indicators 2019/20

The Committee Chair referred to the Internal Audit Key Performance Indicators that required consideration and approval by the Committee.

Members were content with these.

PROPOSED; Mrs L Taggart

SECONDED; Mr G Killeen

The Committee Chair invited Mr McKeown, Director of Finance & Economic Engagement to present his report to members.

53.5 MANAGEMENT REPORT, Mr P McKeown, Director of Finance & Economic Engagement

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Report 1 Direct Award Contracts

Report 2 Prompt Payment – verbal report

The Director of Finance & Economic Engagement reported on the Direct Award Contract in respect to the supply and maintenance of access guides for the College for £7,175 (three year contract). The access guides are tailored for users with disabilities.

Prompt payment figure for the year to date was 89% and for January 2020 was 83%.

Mr G Killeen, Governing Body representative on the Springtown Project Board asked the Director to provide members of the Committee with an update on the risks associated with the Project. The Director provided some background to the matter and reported on the risks and challenges of the Project, some of a serious nature. The Project is also behind schedule. There have been formal Performance Review meetings involving key stakeholders including CPD and Department for the Economy.

Mr G Killeen added that the College staff have navigated this very difficult process with surety. The Committee Chair reported that the relevant Committees and the Board will continue to receive updates on the Project.

In concluding, the Committee Chair thanked Mr McKeown for his report and invited Mr McCavana, Grant Thornton to present his reports to the Committee.

53.6 INTERNAL AUDIT

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

Report 1 Internal Audit Progress Report 2019/20

Report 2 Review Report Procurement & Management of Contracts

Report 3 Review Report Strategic Planning and Performance Management

The Internal Auditor reported that the Audit Progress Report was on schedule with two reviews being presented at this meeting. The reviews on Procurement & Management of Contracts and the review on Strategic Planning and Performance Management both achieved satisfactory assurance ratings with no recommendations.

Mr Clonliffe, (DfE) referred to the narrative within the review report relating to when Business Cases are drawn up by the College. Mr Clonliffe explained that Business Cases are not solely for capital expenditure but revenue expenditure as well. The Director confirmed that the College followed this process. The Internal Auditor agreed to amend the report accordingly. Mr Clonliffe also stated it would be beneficial if reference to the Northern Ireland Guide to Expenditure Appraisal and Evaluation (NIGEAE) was included in the Review Report.

53.7 EXTERNAL AUDIT

The External Auditor reported that the Audit Strategy will come to the next Committee meeting.

53.8 CORRESPONDENCE

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

Report 1 Correspondence from Internal Auditors Grant Thornton (12 Dec 2019)

The Committee Chair referred to the correspondence from Grant Thornton to the NIFON Group. Grant Thornton will not be seeking to extend the contract for the provision of Internal Audit services to the Sector.

53.9 ANY OTHER BUSINESS

There was no any other business to discuss.

Mr McCallion (PwC) and Mr McCavana (GT) left the meeting at this juncture.

Mr Clonliffe (DfE) ended the Skype link and the meeting went into private session.

53.10 RESERVED BUSINESS

Taken separately.

DATE OF NEXT MEETING – 2 June 2020

The Committee Chair thanked everyone for their attendance and closed the meeting at 11.41.

Signed: _____
Mr S Gillespie, Committee Chair

Date: 2 June 2020

APPROVED