

Minutes of the Audit Committee meeting held on Friday 6 March 2009 at 11.00am at Transport House, 128 Theobald's Road, London WC1X 8TN

Present: Carole Orgell-Rosen (Chair), Helen Kidd, John Chastney.

In Attendance: Chris Wilkes (General Secretary), Sally Courtney, Kevin Lally (Knox Cropper), Rachel Hemstock (Minute taker).

1 Apologies for absence

Apologies were received from Audrey Mullender, Ray Collins, Andy Bain and Rebecca Cox.

2 Minutes of last meeting

Confirmed: as a correct record the minutes of the last meeting held on 14 November 2008.

3 Matters arising not covered elsewhere on the agenda

3.1 Health and Safety – possibility of creating a full-time post:

The General Secretary reported that the management team had considered this and there were alternatives being put in place including the premises manager being available on a call out basis and site co-ordinators being appointed.

Noted: The Governing Executive heard a report from the CDM co-ordinator and once building started it would be important for the premises manager to liaise closely with the CDM co-ordinator and the contractors about health and safety issues.

4.0 Internal auditors

4.1 Received: Report on student recruitment and enrolment.

Noted: The auditors had found that the framework for administering student recruitment, enrolment and records, including student retention, is set out in management policies and procedures. The auditors also found that although it was evident during the review that staff are aware of their specific duties and responsibilities in this area, detailed desktop procedure notes are not documented and issued to staff.

4.2 Received: Report on student statistics.

Noted: The auditors found that the framework for administering student statistics is set out in management policies and procedures. Although staff are aware of their specific duties and responsibilities in respect of maintaining student statistics, detailed desktop procedure notes for the completion of returns to HEFCE and The Learning and Skills Council have not been documented and issued to staff.

4.3 Received: Report on Capital Project (including Risk Mitigation Plan).

Noted: The auditors have continued to monitor progress on the development of the College capital project.

Noted: The Learning and Skills Council has taken the decision to undertake a review of its College Building Programme Finances and, as a result, the funding application process has been temporarily suspended with no further decisions, either in principle or in detail, until March 2009 at the earliest.

Noted: The project managers, Davis Langdon, have produced a Risk

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Mitigation Plan in response to this delay. The plan proposes that all design and consultancy work associated with preparing for the Phase 2 planning application, and for the LSC funding bid, should continue but that all other planned work should be suspended. The project managers intend to prepare various versions of the high level strategic programme to assess the impact of progressive delays to LSC confirmation of funding. The Plan sets out a number of actions to be taken and it will be important that the Capital Project Steering group receive an update on the situation at its next meeting.

4.4 Received: Follow up report.

Noted: The auditors reported that following the last Audit Committee meeting, there were a total of 22 agreed recommendations for implementation, inclusive of those relating to reports discussed at that meeting. Of these, 11 have now been implemented and the status of the remaining 11 is in the following schedules. The College has generally met its target dates and the remaining recommendations are due for implementation either later in the year or are linked to the property strategy.

5.0 Internal Auditors:

Considered: the tendering process for internal auditors in line with Supplement A of LSC's Audit Code of Practice.

Agreed: to start the process of tendering for internal audit following the same process as tendering for external auditors undertaken last year. John Chastney and Sally Courtney to liaise on possible firms to consider inviting to tender. Agreed to interview shortlisted firms at the next Audit Committee meeting.

6.0 Dates of meetings in 2008/09

Noted: Next meeting 19 June 2009. Agreed to start at 10.00am.

Post meeting note: Dates of meetings for 2009/2010:

13 November 2009

19 March 2010

18 June 2010