

AUDIT COMMITTEE

The next meeting of the Audit Committee will be held in the Cathedral Room on Wednesday, 23 June 2010 at 9.30 am

AGENDA

1. Apologies for Absence
2. Declarations of Interest
Committee Members are reminded that they have a personal responsibility to declare any interests they may have in items under discussion and to know that they may be required to withdraw from the meeting during such discussions.
3. Risk Management - Significant Risks
A report on the controls in place to manage risk number 6 'A key failure occurs in protecting children as laid out in 'Every Child Matters' is circulated for information. John Bates, Designated Safeguarding Officer, will report. (Salmon)
4. Minutes
 - a) To confirm the Minutes of the Meeting held on Wednesday, 3 March 2010. (White)
 - b) A schedule on progress of actions agreed at the last meeting of the Committee is attached for information. (Green)
 - c) Other Matters Arising

Governors are reminded that they have a personal responsibility to declare any interests they may have in items under discussion and to withdraw from the meeting during such discussions. To enable business to be conducted expeditiously it will be assumed that Governors have read all papers presented with the Agenda. To further this aim Governors are encouraged to seek clarification or additional information where necessary via the Clerk in advance of the Meeting.

5. Annual Review of Clerking Arrangements

The Audit Code of Practice suggests that the Clerk to the Governing Body should normally be the Clerk to the Audit Committee. Where the Clerk is a senior manager or has significant financial responsibility the Code suggests that another person should act as Clerk to protect the independence and objectivity of the Audit Committee. As the Clerk is appointed by and responsible to the Governing Body both in this appointment and as Vice-Principal (Corporate Services) the Committee has taken the view that he is sufficiently independent to continue to act as Clerk to the Audit Committee but that this position should be reviewed annually.

6. Reappointment of External Auditors

To confirm the appointment of Tenon Audit for 2010 - 11.

7. External Audit Planning Memorandum

The Audit Planning Memorandum for the year ending 31 July 2010 is circulated for information. Shelagh Legrave will report.

(Cream)

8. External Audit of European Social Fund South Eastern Enterprise Development Agency Project

To note the audit letter of the European Social Fund South Eastern Enterprise Development Agency Project.

(Yellow)

9. Internal Audit

a) Draft Strategic Internal Audit Plan 2010 - 14

A copy of the draft Plan for 2010 - 14, which includes the proposed areas to be audited in the next financial year, is circulated for consideration. In line with the guidance in the Audit Code of Practice, the College's risk schedule has been used as a basis for prioritising areas for audit. The College's risk reference number is indicated in Appendix A to the Plan and is cross-referenced to the Corporation's Risk Register. The Committee is asked to comment on the proposed plan and if satisfied that it meets its requirements, recommend its acceptance to the Governing Body.

(Grey)

- b) Hampshire Audit Services Internal Audit Reports
To receive the reports from Hampshire Audit Services on their March 2010 and April 2010 visits. (Pink)
(Blue)
- c) Outstanding Items - Termly Report (Lilac)
10. Risk Management - Risk Register and Action Plan
The Risk Register and Action Plan are attached for information. Shelagh will report further. (Gold)
11. Health and Safety Executive Improvement Notice
A report on the Health and Safety Improvement Notices issued following two inspections at the Brinsbury Campus is circulated for information. (Green)
12. Value for Money Committee
Ray Cushnie will report.
13. Calendar of Meetings 2011
To consider the following dates for meetings of the Audit Committee for 2011:
Wednesday, 9 March 2011, at 9.30 am
Wednesday, 22 June 2011, at 9.30 am
Wednesday, 23 November 2011, at 9.30 am
14. Date of Next Meeting
Wednesday, 24 November 2010 at 9.30 am in the Cathedral Room.
15. Any Other Business
To consider any other items of business which have been notified to the Clerk of the Governing Body in advance of the Meeting.
16. Review of the Business of the Meeting
Members of the Committee are invited to consider whether any items of business before the meeting might have been dealt with in a different or more appropriate manner.