

**Tuesday 28<sup>th</sup> February 2017**  
**Meeting Room 075 adjacent to Principal's Office**  
**Refreshments at 5pm. Meeting to commence at 5.30pm**

**AGENDA**

**Invited attendees:**

Mr T Lo, Assistant Manager, RSM Risk Assurance Services LLP (IAS)  
Mrs S Flannery, Principal  
Mr A Taylor, Strategic Director, Financial and Physical Resources  
Mrs M Searle, Head of Finance

1. **Opening Prayer**
2. **Apologies:**
3. **Committee confidential time with Auditor**
4. **Declarations of interest:**
5. **Minutes of meeting held on 22<sup>nd</sup> November 2016:** for agreement and signing.
6. **Matters arising, other than agenda items**
7. **Action points from previous meetings**
8. **Internal Audit Service: Mr Tim Lo, RSM Risk Assurance Services LLP, in attendance**
  - 8.1. **Report of the IAS assignment visit in January 2017** (report included, dated 8 February 2017)
  - 8.2. **Review of 2 days contingency in plan for 2016 - 17** (may be taken after item 10)
9. **Internal Audit Action Report** (college report) not applicable, no actions under report
10. **Risk Management:**
  - 10.1. Full register and action plan as at February 2017
  - 10.2. Principal to present verbal report on key active internal controls risks & emerging risks.
11. **Board assurance framework:** Design and effectiveness review and recommendations for any updates for current year (current version included)
12. **Internal Audit for 17 – 18:** Initial discussion on recommendations for IAS planning
13. **Routine review of policies:**
  - 13.1. Anti-Fraud, Corruption and Malpractice
  - 13.2. Confidential Reporting (“whistleblowing”)



**14. Auditors Performance Reviews:**

**14.1. Review of the performance of Buzzacott, Financial statements auditors and setting of PI's for year end 2017** (performance indicators questionnaire included)

**14.2. Review of the performance of RSM, Internal Audit Service and setting of PI's for 2017 - 18** (performance indicators questionnaire included)

**15. Committee membership and effectiveness**

**16. Any other business:**

**17. Date of next meeting:** Tuesday 9<sup>th</sup> May 2017

**Distribution:**

Mr N Sheta  
Mrs M Searle

Mr R Vianello  
Clerk

Mr R Cuthbertson  
IAS:

Mrs S Spazzini  
Mr A Taylor

Mrs S Flannery



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