

BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE

**MINUTES OF THE MEETING OF THE AUDIT COMMITTEE HELD ON MONDAY 19th
MARCH 2007 at 6.00 P.M.
IN THE SPORTS CENTRE CAFE**

Present: Jack Hazelgrove, Altaf Razak, Ellen Walsh (Chair).

In Attendance: Chris Thomson, Jutta Knapp, Louise Pennington.
Tina Thorne - Hampshire Audit Services (Internal Auditors)

The meeting was quorate.

Action

1. Apologies and Welcomes

Mike Bewlock and Marion Wilcock.

2. Minutes of the Meeting held on 14th November 2006

The Minutes were approved unanimously and signed by the Chairman as a correct record of the meeting.

FILE

3. Matters Arising

There were no matters arising, not already included on the agenda.

4. Re-Appointment/remuneration of the Financial Statement Auditors

JHK advised that the Financial Statement Auditors, Tenon, had been very satisfactory and that under the annual review requirements, she would be happy to recommend to the Committee that they be re-appointed on the same terms adjusted for inflation.

Following a query from EW, JHK agreed to check the basis of the fee, bearing in mind that last year's audit work had been more onerous than usual owing to the new International standards on auditing.

JHK/EW

The Committee agreed to recommend to Corporation that Tenon be re-appointed on the terms above, subject to the query raised by EW.

5. Performance Indicators for Financial Statement Auditors

JHK presented the paper to the Committee, the contents of which were noted. The indicators were recommended to Corporation for approval.

JHK/LEP

6. Internal Audit Report December 2006

TT presented the Report to the Committee, the contents of which were noted and the following points recorded:

- a) Report is based on work planned in accordance with the 2006/07 annual internal audit plan and

- the audit visit made during December 2006.
- b) Format of report varies slightly from previous reports owing to newly introduced audit management software.
 - c) 4 areas examined during this visit were – risk management, governance and management, health and safety/offsite visits and business continuity/disaster recovery.
 - d) Risk management – annual review requirement. Auditors are satisfied that appropriate controls are in place which appear to be operating effectively. There are no issues arising and no recommendations given.
 - e) Governance/Management – annual review requirement. Over a three year cycle, the auditors examine a number of elements and in this instance communication process and accountability for service delivery, were examined. Again there were no issues arising and no recommendations given.
 - f) Health and Safety/offsite activities – first audit review in December 2006. Only one minor housekeeping recommendation – “in order to provide evidence that the risk assessment has been completed by an appropriately trained person and to act as a prompt for the review of older risk assessments, the name of the person completing the risk assessment and the date it is completed should be recorded”. JHK confirmed that this recommendation had been implemented with immediate effect.
 - g) EW queried the issue of children of staff being on site and JHK confirmed that following full consultation a policy had been drafted and would be presented to the next HR Committee in June 2007 for recommendation to Corporation.
 - h) Business continuity/disaster recovery – First review carried out in December 2006. There were no significant issues and only two minor issues. The first recommendation was that “the College should consider documenting the order in which systems should be recovered to ensure that critical business systems are identified and recovered in a timely manner should a disaster occur”. The second recommendation was that “the College should ensure that the review of the IT disaster recovery plan is synchronised with the review of the rest of the disaster recovery plan to ensure the whole document is updated and all the disaster recovery team have access to up to date information”. JHK confirmed that both recommendations had been agreed and implemented.

The Chair thanked Tina Thorne and her team for the work completed.

Thanks were also recorded to the BHASVIC staff and governors for enabling such a good report to be given.

7. Update on Internal Audit Recommendations

JHK reported that there were no outstanding issues from the last meeting.

8. Update on External Audit Recommendations

The Committee noted that there all outstanding audit recommendations had been implemented.

9. Risk Management Report

CT presented the Report to the Committee, the contents of which were noted and the following points made:

- a) Page 62 Failure to keep apprentices on course until completion. It was noted that no deadline had been inserted and CT agreed to check this matter with MPB.
- b) Page 62 – Health and Safety – Children on Site – refer to comment above under 6) g).
- c) Page 62 – Relationship between MIS and the curriculum – CT reported that a new appointment had been made within the department.
- d) Page 63 – Disability Equality Scheme – it was noted that the Scheme had been examined at this week’s HR Committee and would be recommended to Corporation for approval at its meeting on 29th March.

10. Any Other Business

There was no other business.

11. Date of Next Meeting

Wednesday 22nd May 2007

Louise Pennington
Clerk to the Corporation

CHAIRMAN..... DATE.....

