

West Lothian College

15 September 2022

Audit Committee

Minute of Meeting of the Audit Committee held on **Thursday 23 June** at 2.30pm via Zoom.

Present: Colin Miller (Chair)
Richard Lockhart
Seonaid Crosby
Vee Toyi

In attendance: Beth Brownlee
(Head of Quality, Student Support and Learning Resources)
Bill Dunsmuir
(Head of Information Systems and Digital Infrastructure)
David Eardley (Azets, Internal Auditors)
Simon Earp (Vice Principal, Performance and Improvement)
Jackie Galbraith (Principal and Chief Executive)
Sarah-Jane Linton (Vice Principal, Learning and Attainment)
Alex Linkston (Chair of Board of Governors)
Jennifer McLaren
(Vice Principal, Finance and Corporate Services)
Lucy Nutley (Mazars, External Auditors)
Emily Purdie (Health and Safety Officer)
Michelle Montgomery (notes) (Executive Secretary)

1 Welcome/Apologies

The Chair welcomed everyone to the meeting.
Apologies noted from: Sue Cook.

2 Declarations of Conflict of Interest

There were no declarations of conflict of interest.

3 Minute of Meeting of 3 March 2022

The Minute of the meeting of the Audit Committee of 3 March 2022 was approved as a correct record. One error was noted in the minute regarding the spelling of Vee's name.

Action 1: Executive Secretary will correct the error in the previous minute.

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4 Matters Arising from Minute of Meeting of 3 March 2022

Vice Principal, Finance and Corporate Services advised regarding Action ref: A13. Risk Register workshop now noted as duly complete.

Vice Principal, Performance and Improvement advised regarding Action ref: A15. All KPI's are being reported to the recommended committees. Action can now be closed.

Vice Principal, Performance and Improvement advised regarding Action ref: A14. Complaints report to be updated and the format of future reports to include trends and to remove some of the underlying detail.

Action 2: Vice Principal, Performance and Improvement to meet with committee members Seonaid Crosby and Vee Toyi to discuss suggested formats for the report prior to September meeting.

5 Matters for Attention

(i) Information Systems and Digital Infrastructure Report

The Head of Information Systems and Digital Infrastructure presented paper 3 to the committee which provided a summary of the last quarter. He also presented an overview of the new server infrastructure which will be in place by August.

It was noted that the team received a high number of awards at the recent celebrate success staff awards ceremony which was testimony to their contribution and achievements over the last year.

The chair of the committee noted this as a positive report. The plan for migration to the new system will be from 22-25 July, with minimum disruption expected for staff.

The student risk register was discussed as well as the college data sharing agreement with schools and the course tutor role. Two new members of staff have been supporting a variety of projects and have brought new skills to the team. There has been some very good partnership working with West Lothian Council in the lead up to the installation of the new server infrastructure.

The committee noted the report.

(ii) Health and Safety Quarterly Report

The Health and Safety Officer presented paper 4 Health and Safety Quarterly Report January to March 2022 to the committee and summarised the report. Covid was still at the forefront for this quarter with the continued use of facemasks and CO2 monitoring.

The Health and Safety committee meetings have increased in frequency from quarterly to monthly meetings. Technicians nominated by the directors will be invited to the meetings going forward.

The Health and Safety Officer attends regular meetings with CDN and Health Protection Scotland.

Regular meetings are held with the Construction Engineering and Built Environment staff, as this is a high-risk area for health and safety issues.

A recent Business Continuity session was delivered to the management forum by Zurich. This looked at Business Continuity Plans and was a worthwhile exercise.

Key staff training has included: counter terrorism training by the police in the event of a weapons attack, mail handling training for frontline staff, resilience training offered to all staff, epilepsy training, deaf awareness, emergency first aid, fire marshal training, evac u chair training for estates staff and mental health support for students.

The Health and Safety Officer kept the college informed regarding the ever changing Covid legislation via weekly Covid meetings. This guidance helped keep staff and students safe. Her work was recognised for this where she received an award at the recent staff awards ceremony.

The committee noted this report.

6 Internal Audit Programme 2021-2022

The Internal Auditor presented Paper 5 noting that good work had been undertaken by the college. Three reports were presented:

(i) Core Financial Systems

Good practice was acknowledged overall by the Auditor. Areas for improvement were discussed and measures have been implemented.

(ii) Student Induction and Enrolment

Auditor noted this as a positive report. One area for improvement was discussed. Committee discussed improvements which have been made to the student induction experience.

(iii) Portfolio Planning

Auditor noted good practice and areas for improvement have been agreed.

The Committee noted these reports.

7 College Rolling Audit Action Plan

Vice Principal, Finance and Corporate Services presented paper 6 to the committee. The committee was asked to agree that the timescale for implementing recommendation two be further extended to 31 October 2022. An update was provided by the Head of Information Systems and Digital Infrastructure that the implementation date is now 31 July 2022. The committee approved the new deadline for implementing recommendation two and noted progress against plan.

8 External Audit Strategy Memorandum 2021-22

External Auditor from Mazars produced an audit strategy memorandum for the year ended 31 July 2022.

The report summarised the audit approach, significant audit risks and areas of key judgement.

The committee was asked to note the audit strategy memorandum for the year ended 31 July 2022.

It was noted this is the final year Mazars will be the college's external auditors. Audit Scotland will be the college's external auditors from 2022-23.

Action 3: Vice Principal, Finance and Corporate Services to invite Audit Scotland to November committee meeting.

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9 Complaints Report

Vice Principal, Performance and Improvement presented paper 8 to the committee. All complaints were taken seriously, most complaints were resolved quickly at level 1 stage. Managers had been reminded of the complaints policy at self-evaluation and were advised on how to de-escalate situations to try to avoid complaints from happening. Volunteers from the committee Seonaid Crosby and Vee Toyi to meet with Vice Principal, Performance and Improvement to discuss improvements to the complaints report in terms of a shorter report which displays trends for analysis.

10 Any Other Business

Committee discussed the Risk Register. General approach is good. Full discussion on the risk register will take place at the Board meeting.

11 Date of Next Meeting

The next meeting is planned to take place on Thursday 15 September 2022.

Note: There were no matters discussed during the meeting, during which Members declared any conflict of interest, or the Secretary to the Board was aware from the Register of Interests that discussion could give rise to such a conflict.

Signed
Chair, Audit Committee

Date