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| **Belfast Metropolitan College Audit and Risk Committee 3.00pm Tuesday 13 June 2023 at Titanic Quarter Board Room and via Microsoft Teams Minutes (Approved 13 November 2023)** | |
| **Committee Members:** Sam Snodden (Chair); Kay Colllins; Seamus McGoran.  **Management**: Louise Warde Hunter, Principal & Chief Executive (P&CE);Aidan Sloan, Director of Corporate Services (DC); Laura Allen, Head of Finance (HoF), Lisa McCartney, Head of Corporate Development (HCD); Damian Duffy Deputy Chief Executive (DCE)  **Auditors:** Karen Costley and Seamus Wade Northern Ireland Audit Office; Ian McCartney RSMUK.  **Observer:** David Conliffe, Department for the Economy, Áine Ó’Keeffe, Boardroom Apprentice 2022/23  **Executive Team Administrator:** Martha Doyle | |
| **AC42 22/23**  Chair | **Quorum, Apologies, Welcome, Conflicts of Interest, Notice of AOB and Leadership Culture**    **Quorum**: The meeting was quorate under the terms of Section 2 of Belfast Metropolitan College Audit and Risk Assurance Committee: Terms of Reference **V4** 22 June 2022approved at **GB81 21/22 22 June 2022**.  **Apologies**: Apologies were received from Gerry Crossan and Jim McCall  **Welcome**: Welcome extended to Seamus Wade NIO.  **Conflicts of Interest**: No perceived**,** potential or actual conflicts of interest under the terms of Paragraph 15.1 of the Belfast Metropolitan College Governing Body Standing Orders dated August 2015 were advised.  **AOB:** No Items of AOB received at the meeting.  **Leadership Culture:** Chair **noted** our commitment to Governing Body Leadership Culture Watchwords (**GB02d 22/23 21 September 2022** refers):  Courageous / Creative / Candour / Challenge ( **AC55 22/23** below refers) |
| **AC43 22/23** | **Minutes of the meeting held on 14 March 2023- DRAFT (PROPOSED FINAL)**  The Committee **approved** the Draft (Proposed Final) minutes of the meeting held on 14 March 2023 unamended. |
| **AC44 22/23** | **Matters Arising from the minutes of the meeting held on 14 March 2023**  All matters arising are on the agenda of this governance meeting. |

| **Minute** | |
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| **AC45 22/23**  Chair | **Governance Guidance and Information**   |  | | --- | | Publications from Accountability & Financial Management Division DoF: | | Annual Theft and Fraud Report DAO (DoF) 02/23 (attached)Finance Director Letters (FDs) 2023 issued on 17 April 2023;Finance Director Letters (FDs) 2023 issued on 30 March 2023 |   Publications from the Department for the Economy:   * [DfE Fraud Policy](https://www.economy-ni.gov.uk/fraud-policy) and * [DfE Raising Concerns Guidance](https://www.economy-ni.gov.uk/raising-concerns-guidance)   The Committee to **access** the documents on the Department of Finance website, to **note** the governance guidance and information provided, to **note** the information provided by Management and to **consider** the application to the governance and assurance framework in Belfast Metropolitan College.  The Committee noted that the new guidance received will lead to changes in the to the Whistleblowing Policy. |
| **AC46 22/23** | **Notification of change to the internal control environment under Section 12d of Governing Body Standing Orders V5 22 June 2022**  None advised as at date of issue of **Agenda FINAL 7 June 2023**. |
| **AC47 22/23**  Chair | **Chair’s Business**  The Chair thanked Kay Collins and Jim McCall for their services to the work of the ARAC during their terms of appointment as Governing Body members. |
| **AC48 22/23**  **PPE** | **Digital by Design**:  Presentation to the Committee on the digital innovation developments to deliver an improved approach to recording, managing, and reporting on risk.  Decision made to defer meeting until September when a more in-depth presentation will be provided for new committee members |
| **AC49 22/23**  **HoF** | **Financial Reporting for the year ended 31 July 2023**  None advised as at date of issue of **Agenda FINAL 7 June 2023**. |
| **AC50 22/23**  **NIAO** | **Northern Ireland Audit Office Business**  NIAO colleagues advised the Committee on the following issues:   1. Change of responsible NIAO Director Seamus Wade (in attendance) 2. Belfast Metropolitan College Audit Strategy – Letter S Wade NIAO to L Warde Hunter 26 May 2023;   In relation to the Audit Strategy, NIAO colleagues advised the Committee on:   * materiality levels; * error level thresholds; * risk of material misstatement; * fraud and revenue recognition * the impact of ISA 315 on ongoing risk assessment and the implementation of the audit strategy.   The Committee **noted** the information provided by NIAO and the action taken by Management on foot of this information. |
| **AC51 22/23**  **RSMUK** | **Internal Audit Business**   1. Belfast Metropolitan College – Internal Audit Progress Report June 2023; 2. Business Continuity and Disaster Recovery; 3. Sectoral Advisory Review – Lost Learning; 4. HR Focussed Review – Pre-employment vetting process; and, 5. Using your Strategic Risk Appetite.   Internal Audit advised the Committee on the key issues of the final reports and the status of the audit reviews that are currently under way.  Internal Audit advised the Committee on:   * the recommendations arising from the Review of Lost Learning; * potential controls around the vetting process currently in place; and, * the issues impacting on the development of the Corporate Risk Register Q4 2022/23 to be reported to the Committee in September 2023.   The Committee **noted** the information provided by Internal Audit and Management’s responses to Internal Audit findings and recommendations. |
| **AC52 22/23**  **HoF**  **HCD** | **Compliance Reporting for Q2 2022/23**  Management advised the Committee on the following key issues   1. Losses and special payments – 1 loss recorded and appropriate action taken; 2. Direct Award Contracts – 3 DACs advised; 3. Register of Gifts and Hospitality ; 4. Whistleblowing Notifications – a review is under and Aidan Sloane is now the Whistleblowing Protection Officer; and, 5. Register of Data Breaches.       The Committee **noted** the information provided by and the action taken by Management. |
| **AC53 22/23**  **HCD** | **Status of Outstanding Audit Recommendations**     1. Status of Outstanding Audit Recommendations Q3 2022/23.   Management advised the Committee that:   * good progress in closing out recommendations; * of 21 recommendations 14 closed out, 7 being carried forward; * 31 recommendations have been closed of the register this year; and, * some may not be closed out until 24/25.   The Committee **noted** the information provided by and the actions taken by Management. |
| **AC54 22/23**  **HCD** | **Risk Management Report**   1. Corporate Risk Register Report Q3 2022/23; 2. Risk Appetite Q3 2022/23.   Last considered **AC42 22/23 14 March 2023**.  Management advised the Committee on the background to the changes in residual risk scores and the implication of these.  The Committee **reviewed** the Corporate Risk Register Q3 2022/23 and **recommended** this version of the CRR to the Governing Body at the meeting on 21 June 2023. |
| **AC55 22/23** | **Meeting Feedback Leadership Culture:**  Committee members advised the Chair that the conduct of this governance meeting provided evidence of the Governing Body’s commitments as set out at **AC42 22/23** above. |
| **AC56 22/23**  **Chair** | **Any Other Business**  None advised at the meeting. |
| **AC57**  **22/23**  **Chair** | **Date of next meeting**  **Governance Business Programme 23/24 Cycle 1**: The **first** meeting of the Audit and Risk Committee during 2023/24 will be  **at 3.00pm on Monday 18 September 2023** in the Titanic Quarter Boardroom and via MS Teams – **AC15 22/23 3 October 2022** refers.  **Governance Business Programme 23/24 Cycle 4**: The **fourth** meeting of the Audit and Risk Committee during 2023/24 will be at **3.00pm on Tuesday 11 June 2024** in the Titanic Quarter Boardroom and via MS Teams – **Chairs14 22/23 3 May 2023** refers.  The Clerk will diarise these governance meeting in participants’ Outlook calendars during June 2023.  The meeting ended at 16.05pm |

**Sam Snodden**

**Chair of Belfast Metropolitan College**

**Audit and Risk Assurance Committee**

**Signature Date**

Minutes adopted at Governing Body meeting on 20 September 2023**.**