

**GOVERNING BODY OF THE BELFAST METROPOLITAN COLLEGE**

**Minutes of the meeting of the Audit & Risk Committee held 17 September 2018 at 4.30pm in the Boardroom, TQ Campus.**

The following were present at the meeting.

**Governors:** Sam Snodden (Chair), Maureen Walkingsshaw, Brian Wilson

**Officers:** Marie-Thérèse McGivern, Principal & Chief Executive (PCE); Elaine Hartin, Chief Operating Officer (COO); Laura Allen, Head of Finance (HoD); Gillian Magee, Director of People, Policy and Planning (DPPP); Lisa McCartney, Centre Manager for Strategic Planning (CMSP); Colin Daysh, Head of IT (HoIT); Ainslie McMahon, Corporate Compliance Officer and Designated Data Protection Officer (CCO)

**Guests:** Leor Ovadia, DfE; Brian O’Neill, NIAO; Anthony McKibbin, Grant Thornton

**Secretary:** Andrea Browne

<b>No.</b>	<b>Minute</b>	<b>Action By</b>
<b>AC.01.18/19</b>	<b>Introductions and Apologies:</b>	
	Apologies were noted from Kay Collins and Jim McCall. Mr Snodden agreed to Chair this meeting. Mr Wilson agreed to attend to ensure the meeting is quorate.	
<b>AC.02.18/19</b>	<b>Conflicts of Interest Declaration</b>	
	The Chair asked for declarations and none were received.	
<b>AC.03.18/19</b>	<b>Minutes of the A&amp;R Committee held 18 June 2018</b>	
	The minutes were agreed subject to two amendments: <ul style="list-style-type: none"> <li>• On page 2 to remove the line around front loaded payments as it is not accurate.</li> <li>• David Gray RSM was not in attendance.</li> </ul>	
<b>AC.04.18/19</b>	<b>Matters Arising from minutes of 18 June 2018</b>	
	<p>The matters arising were noted as follows:</p> <p><i>AC 42 17/18 “Expenses” to be audited in a future review. See Agenda item 11 for confirmation.</i></p> <p><i>RES 9 Presentation on Cyber Security at its next meeting. See Agenda item 7.</i></p> <p><i>RES 10 Review of the revised Audit Code and DoF A&amp;R Handbook against current practice. To be scheduled.</i></p> <p><i>AC. 56. 17/18 Millfield Incident update. See Agenda item 6.</i></p> <p><i>AC. 56. 17/18 TQ PFI update. See Agenda item 6.</i></p> <p><i>AC. 56. 17/18 Properties Division Update. See Agenda item 6.</i></p> <p><i>AC. 57 17/18 Absence Management review deferral. See Agenda item 9.</i></p> <p><i>RES 11 Risk Register addition. See Agenda item 12 for confirmation.</i></p>	

	<i>RES 12</i> <i>Presentation on GDPR. See Agenda item 8.</i>	
<b>AC.05.18/19</b>	<b>Chair's Business</b>	
	<p>The Chair confirmed that she had met the COO prior to the A&amp;R meeting.</p> <p>The Chair outlined the letter dated 6 August 2018 from B Harrison, Director of FE, DfE with the update on Proposed Sector Wide Review of Risk Management.</p>	
<b>AC.06. 18/19</b>	<b>COO's Business</b>	
	<i>Millfield Incident update:</i> The COO reported that HSE are carrying out an investigation and the College is waiting for the outcome. The individual involved has recovered. An insurance claim has been received. The College has drawn up an action plan which has been shared with HSE and many	<b>COO</b>