

|  |  |
| --- | --- |
| **Belfast Metropolitan College Audit and Risk Committee**  **3.00pm Monday 13 November 2023 at Titanic Quarter Board Room and via Microsoft Teams**  **AGENDA (Final Approved 11 Dec 23)** | |
| **Committee Members:** Sam Snodden (Chair), Seamus McGoran (Vice Chair), Sinead Sharpe, Maurice Keady, Bill Montgomery, Rose Byrne  **Management**: Louise Warde Hunter, Principal & Chief Executive (P&CE);Aidan Sloane, Chief Operating Officer (COO); Damian Duffy, Deputy Chief Executive (Curriculum and Partnerships) (DCE); Laura Allen, Head of Finance (HoF); Lisa McCartney, Head of Corporate Development (HCD), Hadessa McCusker, Deputy Head of Finance  **Auditors:** Karen Costley, Northern Ireland Audit Office; Ian McCartney, RSMUK.  **Observer:** Heather Sampson, Department for the Economy.  **Chief Executive’s Support Manager on behalf of Clerk:** Andrea Browne | |
| **AC16 23/24**  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:** Laura Allen, Louise Warde Hunter  **Welcome**: Michele Corkey, Temporary Chair of the Governing Body.  **Conflicts of Interest**: No **perceived, potential or actual** conflicts of interest were reported under the terms of Paragraph 15.1 of the Belfast Metropolitan College Governing Body Standing Orders dated August 2015.  **AOB:** None raised.  **Leadership Culture:** Chair **noted** our commitment to Governing Body Leadership Culture Watchwords (**GB02d 22/23 21 September 2022** refers):  Courageous / Creative / Candour / Challenge (**AC28 2/24** below refers) |
| **AC017 23/24** | **Minutes of the meeting held on:**  (a) 18 September 2023 DRAFT  (b) 13 June 2023 Revised DRAFT  The Committee **approved** the draft minutes of the meeting held on 13 June 2023 and 18 September 2023. |

| **Agenda Item** | |
| --- | --- |
| **AC18 23/24** | **Matters Arising from the minutes of the meeting held on 18 September 2023**  Management provided an update on the matters arising.   1. AC10 23/24. As requested, the HOF reviewed the Gifts and Hospitality Policy around accepting gifts, that are normally turned down, to benefit students. The overarching guidance on gifts and hospitality is DAO (DFP) 10/06 (revised) - Acceptance and Provision of Gifts and Hospitality - Sept 2009 which states at *2.12 More expensive or substantial items, valued at £50 or more and gifts of lottery tickets, cash, gift vouchers or gift cheques, cannot on any account be accepted. All gifts offered (apart from those which are trivial or inexpensive), even if they are declined/returned need to be recorded in the register.*   There doesn’t appear to be anything more up to date and this is line with the college policy.   1. AC11 23/24. The outstanding audit recommendation on a Strategic Plan Stakeholder Engagement Consultation Procedure was discussed. It was noted that the Strategic Planning review is not due until 2024/25. The Castlereagh Consultation stakeholder engagement plan was shared with RSM as an example and that process and methodology will be replicated when developing a new Strategic Plan. RSM confirmed they are content to close the recommendation from the previous audit if ARAC are content.   ARAC **agreed** to close that recommendation.   1. AC11 23/24. HCD gave an update on the draft Social Media Policy. The revised draft policy has been to Executive Leadership Team and Strategic Leadership Team for their review. The Policy will be shared with Committee members between now and the March meeting. ARAC **agreed** content to receive the Policy by email. |
| **AC19 23/24** | **Governance Guidance and Information**  DfE Audit Committee Training 12 December  The Chair noted that there are number of people not available to attend this half day, online training. DfE confirmed there will be another opportunity to attend the training, date to be arranged. |
| **AC20 23/24** | **Notification of change to the internal control environment under Section 12d of Governing Body Standing Orders** V5 **22 June 2022**  None advised. |
| **AC21 23/24** | **Chair’s Business**  None reported. |
| **AC22 23/24** | **Financial Report and Budget Reforecast Report September 2023**  DHOF outlined the report as presented to Resources Committee.   1. Whole College Reforecast to 31st July 2024   It was noted that this update is the first 2 months of the financial year. Close to targets at this stage. DfE have not indicated the potential of claw backs to date.  The Committee **noted** the information provided by and the action taken by Management. |
| **AC23 23/24** | **Northern Ireland Audit Office Business**  NIAO gave an update on the current position of the audit.   1. Audit of DRAFT Annual Report and Financial Statements 2022/23   DfE external audit is ongoing and the focus has been on completing that. Nothing outstanding from BMet and aiming to get the field work completed by end Nov. No major issues identified to date.  As there a number of new committee members NIAO offered to meet members without management to outline their role.  Committee members expressed frustration that it always appears to be a challenge getting the audit work completed in time. Additional work this year carried out by NIAO was acknowledged. NIAO noted that DfE is reviewing its consolidations packs for the work required next year and is hoping to see improvements in the process.  It was noted that 30 Nov is not a statutory deadline but one set by DfE and can be moved if required.  NIAO are aiming to have final accounts and RTTCWG w/c 11 December. ARAC will be arranged for 11th or 12th December with GB meeting scheduled for 13 December.  The Committee **noted** the information provided by NIAO and the action taken by Management.  *3.30 pm NIAO left the meeting.* |
| **AC24 23/24** | **Internal Audit Business**  RSMUK outlined the progress report.   1. Internal Audit Progress Report November 2023;   Management confirmed dates are acceptable.   1. Emerging Risk Radar July 2023   Committee thanked RSM for this useful report.  The Committee **noted** the information provided by Internal Audit and Management’s responses to Internal Audit recommendations. |
| **AC25 23/24** | **Compliance Reporting for Q1 2023/24**  Management gave an update on the following reports:   1. Losses and special payments – Nil return. 2. Direct Award Contracts – Nil return. 3. Register of Gifts and Hospitality - Noted   Committee member asked about the signing of P&CE claims. The GB Chair confirmed that the P&CE keeps her updated.   1. Whistleblowing Notifications – none to report. 2. Register of Data Breaches – HCD reported on the breaches report. 6 confirmed which were 4 issuing to the wrong email and 2 unauthorised access to a SharePoint site. All closed and full details in the report appendix. Continue to remind staff of the need to be vigilant when handing personal data.   The Committee **noted** the information provided by and the action taken by Management. |
| **AC26 23/24** | **Status of Outstanding Audit Recommendations**  Management provided an update of the current recommendations.   1. Status of Outstanding Audit Recommendations Q1 2023/24 2. Appendix 1 Completed Audit Recommendations Q1 2023/24 3. Appendix 2 Outstanding Audit Recommendations Q1 2023/24   No new audits completed since the last meeting so no new items to report.  Recently uploaded outstanding audit recommendation on [Decision Time](https://bmc.decisiontime.online/home) and the reports are now available live.  HCD will review the high, medium and low priority status definitions on the report for the next meeting.  The Committee **noted** the information provided by and the actions taken by Management. |
| **AC27 23/24** | **Risk Management Report**  Management gave update on development of the Quarter 1 23/24 Corporate Risk Register and highlighted the changes.   1. Corporate Risk Register Report Q1 2023/24; 2. Appendix 1 Corporate Risk Register Q1 2023/23 3. Appendix 2 Risk Appetite 2023/24;   The Committee reviewed and discussed each risk. It was also noted that:   * Each Dept/School has their own Risk Register. * Actions are available in the drill down report in Decision Time. * The Risk Appetite is reviewed annually by ELT and there were no changes made this year.   HCD checked all Committee member have access to Risk on [Decision Time](https://bmc.decisiontime.online/home). One to one training can be arranged as necessary and the link to the training video is available in Decision Time - Resources Tab - User Guide – Risk folder.  The Committee **approved** the Corporate Risk Register Q1 2023/24 and **recommended** this should goto the Governing Body at the meeting on 15 November 2023. |
| **AC28 23/24** | **Meeting Feedback**  **Leadership Culture:** Committee members agreed conduct of the meeting provided evidence of the Governing Body’s commitment as set out at **AC16 23/24** above. |
| **AC29 23/24** | **Any Other Business**  None. |
| **AC30 23/24** | **Date of next meeting**  **New date agreed: Governance Business Programme 23/24 Cycle 2**: The thirdmeeting of the Audit and Risk Committee during 2023/24 will be at3.30 pm on 11 December 2023 via MS Teams. O*ne agenda item meeting to consider the Annual Report and Financial Statements 2022/23*  **CANCELLED: Monday 27 November 2023**  **Governance Business Programme 23/24 Cycle 3**: The fourthmeeting of the Audit and Risk Committee during 2023/24 will be at **3.00pm on Tuesday 12 March 2024** in the Titanic Quarter Boardroom and via MS Teams.  The Vice-Chair thanked the Chair for his leadership of this Committee and his support and guidance during his time with the Governing Body Members pass on their best wishes for the future as his term with the Belfast Met Governing Body ends mid-December.  The meeting ended at 5pm |

**Chair of Belfast Metropolitan College Sam Snodden**

**Audit and Risk Assurance Committee**

**Signature Date**

Minutes adopted at Governing Body meeting on 13 December 2023.