

## Draft Minutes

**Meeting reference:** Audit 2017-18/03

**Date and time:** Wednesday 27 February 2018 at 5.30pm

**Location:** Room 019

**Members present:** Brian Crichton (Chair), Ann Irvine (by tele conference), Lynn Oswald, Anna Zvarikova

**In attendance:** Jackie Mackenzie, Chief Operating Officer (COO)  
 Stuart Inglis (Henderson Loggie),  
 Susan Hunter, Head of Human Resources and Organisational Development  
 Dawne Hodgkinson, International and Corporate Services Director (for item 4 only)

**Apologies:** Margaret Cook, Lindsey McLeod

**Chair:** Brian Crichton

**Minute Taker:** Maureen Masson, Secretary to the Board of Management

**Quorum:** 3

Summary of Action Items			
Ref		Responsibility	Time Line
*7	<b>Procurement Strategy and Annual Action Plan 2017-18</b>  Check the date of the first Annual Procurement Report and ensure it was updated to the 2017 year end.	International and Corporate Services Director	By next meeting
*9.2	<b>Space Management</b>  Reference the review in the Henderson Loggie Annual Report	Internal Auditors	When annual reports are prepared after year-end

## Minutes

### Item

#### 1 Welcome and Apologies

The Chair welcomed members. Apologies were received from Margaret Cook and Lindsey McLeod. The Committee noted that Lorna Nicoll had resigned from the Board of Management with immediate effect.

#### 2 Additions to the Agenda

There were no additions to the agenda.

### Action

### **3 Declaration of Interest in any Agenda Item**

There were no declarations of a conflict of interest.

### **4 Minutes of the meeting of Audit Committee held on 29 November 2017**

The minutes were approved subject to the following corrections:

Attendance – noted that David Archibald of Henderson Loggie had attended, not Stuart Inglis. A ‘typo’ on page 5 item 10.4 to be corrected to read ‘learning’ instead of ‘leaning’.

### **5 Actions arising from previous minutes**

#### **10.4 Internal Audit Report - ASW**

Reference the good practice identified in the ASW report in the External Auditors Report.

**Action complete**

### **6 Balanced Scorecard**

The COO introduced the paper drawing the Committee’s attention to the ‘Sustainability’ indicators, item 10 onwards. The Committee noted that a version showing expected direction of some of the indicators had been circulated.

The Committee noted explanations for some of the downward trends where they occurred. There was some discussion about the need for setting stretching targets instead of trends for example in measuring carbon footprint. The Committee was reassured to hear that the College was active in promoting carbon reduction measures, including the establishment of a Sustainability Group involving staff and students, to drive further improvements.

### **\*7 Procurement Strategy and Annual Action Plan 2017-18**

The International and Corporate Services Director introduced the paper which comprised the Procurement Strategy and Annual Action Plan. The Strategy requires update every 2 years in line with APUC guidance. The Action Plan is updated every year.

The Committee discussed a number of points and noted that quarterly procurement meetings were held to discuss procurement matters, including monitoring progress against actions. The College was also an active participant in the UHI shared services agenda and kept a ‘watching’ brief on the Tayside Collaboration Group in order to explore opportunities for potential intelligence/efficiencies/improvements.

International  
and



The International and Corporate Services Director would confirm the date of the first Annual Procurement Report and ensure that it was updated to 2017 year-end.

## **8 Risk Management**

### **\*8.1 Strategic Risk Register**

The COO introduced the paper which set out the updated Risk Register for the third quarter review together with any emerging/topical risks. The Committee noted 3 emerging or updated risks and the mitigating actions.

The indicative funding letter from SFC had been issued earlier in the day and the COO was seeking to clarify some of the detail in the letter and understand potential implications. In addition, clarification was needed on funding that had been identified for national bargaining and how that would apply across the sector.

The Committee noted that the final handover for the new UHI Finance System was end of February, but that there were still issues with the system's functionality. Perth College had retained and recently updated Symmetry, so mitigating risk exposure.

The risk on integration has been updated.

### **\*8.2 Health and Safety Risk management Profile – January 2018 – six month review**

The Committee noted the H&S risk management profile and that gas (utilities) had been added in the light of the gas leak before Christmas.

The Committee noted that the Health and Safety Officer had left some weeks ago and that a revised job profile was about to be advertised.

The Chair asked for confirmation that the interim arrangements did not leave the College exposed. The Head of HR and OD confirmed that adequate stand-in resources were available: the Director of Estates was a H&S trained competent person and fulfilled that role, the HR team was supporting Occupational Health and DSE work and the College had access to external advice and professional support.

## **9 Internal Audit**

### **\*9.1 Internal Audit Annual Plan Progress 2017-18**

The Committee noted the internal audit annual plan and progress.

### **\*9.2 Space Management**

The Committee noted the report of a business process review on space management. The review identified key requirements and opportunities for improved processes and these were set out in an agreed action plan. Audit Committee noted the action plan and key aspects to follow up. Reference to the work and action plan will be made in the Auditors Annual Report.

Internal  
Auditors

### **\*9.3 IT Network Arrangements**

The Committee noted the Audit Report on IT network arrangements, which had been identified as being satisfactory. A number of recommendations would be followed up. In terms of business continuity, the Committee noted that UHI was to undertake an exercise to test its Business Continuity Plan.

### **\*10 Freedom of Information and Data Protection six monthly Report 2017-18**

The Committee noted the Report. In terms of Freedom of Information, the Committee noted that a CCTV audit was being undertaken.

In terms of data protection, the Committee noted that SMT and CMT were fully engaged in, and committed to, preparing the College for GDPR. A data map had been drawn up and the College was working through implementation of the identified actions.

## **11 Committee Minutes**

### **\*11.1 Health and Safety Committee Meeting 1 February 2018**

The Head of HR and OD drew attention to an item in the minutes about the misuse of drugs and informed the Committee of plans to work with the police to run staff awareness sessions. In addition, the College had received gold in the healthy working lives awards.

The Audit Committee noted a high number of apologies at the last Health and Safety Committee and the Audit Chair was keen to stress that deputies should be encouraged to attend when members were unable, to ensure that constituencies were always properly represented in the most important of activities.

## **12 Date and time of next meeting**

22 May 2018 at 5.30pm

### **\*13 Review of Meeting**

Members agreed the meeting had covered its Terms of Reference.

Information recorded in College minutes and papers is subject to release under the Freedom of Information (Scotland) Act 2002 (FOI(S)A). Certain exemptions apply: financial information relating to procurement items still under tender, legal advice from College lawyers, items related to national security.

**Status of Papers**    **Open**                       **Closed**

An **open** item is one over which there would be no issues for the College in releasing the information to the public in response to a freedom of information request.

A **closed** item is one that contains information that could be withheld from release to the public because an exemption under the Freedom of Information (Scotland) Act 2002 applies.

The College may also be asked for information contained in minutes and papers about living individuals, under the terms of the Data Protection Act 1998.

Do the papers contain items which may be contentious under the terms of the Data Protection Act 1998?    **Yes**                       **No**