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| Meeting: Audit Committee | | Venue: The Bunker, Newbattle Abbey College | Date: 16 May 2018 | Time: 11am - 1.00pm | |
| Minute Taken By: Janet Nixon | | Sederunt: Gillian Hogg (Chair), Richard Butt, Marian Docherty, Joyce Clark In Attendance: Ben Wood, University of Edinburgh, Aileen Ogston, Wylie & Bisset (from item 3), Janet Nixon (from item 3) | Apologies: Jean Urquhart, George Archibald, Pete Smith, Ross McLauchlan | | Absences: |
| No. | Agenda Item | | When | By Whom | Status |
| 1. | Apologies | Apologies were received from Jean Urquhart, George Archibald, Pete Smith and Ross McLauchlan | 16.05.18 | JN | Information |
| 2. | Minute of Meeting held on 8 February 2018 (Paper 1) | Approved as an accurate record. | 16.05.18 | Audit Committee | Complete |
| 3. | Matters Arising | It was agreed that Newbattle's current risk register and the Fraud Policy and Response Plan should be circulated to Committee members. | June 2018 | JN | Ongoing |
| 4. | External Auditors Report | | | | |
| 4a | Audit Planning Memorandum Report (Paper 2) | The Committee considered the Audit Planning Memorandum for the year ended 31 July 2018. In particular it was noted that: <ul style="list-style-type: none"> • the external auditor's approach is a risk based • the risk areas are as outline in section 3.5 • the timetable has been set out in order to meet the deadline for the completion of the Financial Statement and the Annual Report <p>Following discussion, the Committee agreed to approve the Memorandum.</p> | 16.05.18 | Audit Committee | Complete |

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| 5. | Internal Auditors Update | | | | |
| 5a | Proposals for 2017-18 internal audit theme (Paper 3) | The Committee considered the internal auditor's proposal that a review of reporting to the Board Committees be undertaken as the internal audit for 2017/18 Following discussion, the Committee agreed to approve the proposal. | 16.05.18 | Audit Committee | Complete |
| 6. | The Audit Committee Report 2017 (Paper 4) | The Committee noted that following discussion at the previous Committee meeting of the Audit Committee Report 2017, the minor required changes had been made. The Committee agreed to approve the Report. | 16.05.18 | Audit Committee | Complete |
| 7. | Risk Management and Risk Register | It was agreed that, following the discussion of Risk Management at the recent Board Strategy Day, the risk register should be updated. It was further agreed that, when undertaking this exercise, it would be useful to have not only the college's current risk register, but the templates used by the University of Edinburgh, Heriot-Watt University and Queen Margaret University. | 2018 June 2018 | SMT/ Audit Committee RB/GH/BW/JN | Ongoing Ongoing |
| 8. | Disaster Recovery & Business Continuity Plan (Paper | The Committee undertook the annual review of the Disaster Recovery & Business Continuity Plan. Following discussion, during which it was noted that it would be useful to undertake an annual exercise, the Plan was approved. | 16.05.18 | Audit Committee | Complete |
| 9. | Draft revised Audit Committee remit | The draft revised Audit Committee remit had not been circulated as a minor amount of additional work was required, including to ensure full compliance with the 2016 Code of Good Governance for Scotland's Colleges. Noting this, the Committee agreed that the revised draft be circulated by correspondence as soon as practicable. | June 2018 | JN | Ongoing |

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| 10. | AOCB | The Business and Resource Manager updated the Committee on the actions taken to ensure compliance with the General Data Protection Regulation (GDPR) requirements, including the appointment of a Data Protection Officer, the preparation of an action plan and a database of contacts who have given their consent to remain on the database. | 16.05.18 | JC | Information |
| 11. | Dates of Future Meetings | To be confirmed | September 2018 | JN | Information |

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