

Board of Management Audit & Assurance Committee

The 5th meeting (Session 2021-22) of the Audit and Assurance Committee will be held at 1500 hrs on Tuesday 24 May 2022 via MS Teams.

Agenda v2

PAPER LEAD

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| 1. | Apologies for Absence | | Convener |
| 2. | Declarations of Interest | | Convener |
| 3. | Items to be Discussed Privately with Auditors | | Convener |

4. For Approval

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| 4.1 | Minute of the Audit & Assurance Committee Meeting held on 02 03 22 | AAC5-A | Convener |
| 4.2 | Internal Audit Plan 2021-22 | AAC5-B | ST/DA |

5. For Discussion and Decision

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| 5.1 | Assurance Framework Review | AAC5-C | KA |
| 5.2 | Internal Audit Overview | AAC5-D | KA |
| 5.3 | Data Protection Officer Report | AAC5-E | SL |
| 5.4 | Internal Audit Review Report(s) | | DA |
| | 5.4.1 Corporate Planning | AAC5-F | |
| 5.5 | Internal Audit Progress Report | AAC5-G | DA |
| 5.6 | External Audit Plan 2021-22 | AAC5-H | GD |
| 5.7 | Strategic Risk Review | AAC5-I | SL |

6. For Noting

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| 6.1 | Accounting Policy - Update | AAC5-J | MD |
| 6.2 | Treasury Management Policy | AAC5-K | MD |

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| 7. | Any Other Notified Business | Verbal | Convenor |
| 8. | Disclosability of Papers | Verbal | MC |
| 9. | Date of Next Meeting – Tuesday 6 September 2022 | Verbal | Convenor |

PRIVATE SESSION WITH AUDITORS

MC

TERMS OF REFERENCE

1. To review the processes for ensuring the effectiveness of the financial, and other internal control and governance systems of the College.
2. To advise the Board on the criteria for the selection and appointment of the internal auditor, and to select and recommend the appointment of the provider of an internal audit service.
3. To review the scope and effectiveness of internal audit's work including planning and operation of the work and the internal audit annual report, and to hold an annual closed meeting.
4. To ensure that the College has systems and procedures to promote economy, efficiency and effectiveness, including where appropriate the identification of specific value for money studies.
5. To advise the Board of the process for the appointment of the external auditor, who is currently appointed by the Auditor General for Scotland, for his/her remuneration.
6. To agree the scope of the external auditor's work and determine any non-audit services to be provided.
7. To consider the College's annual financial statements after review by the Finance Committee and prior to submission to the Board focusing in particular on any changes in accounting policy, major judgemental areas, significant audit adjustments, the going concern assumption and compliance with accounting standards and the Scottish Funding Council's Financial Memorandum.
8. To review the external auditor's Management Letter and management's response, and having direct access to the external auditor, including an annual closed meeting.
9. The committee may sit privately without any non-members present for all or part of a meeting if they so decide.
10. To review relevant reports from the Scottish Government, Auditor General for Scotland, Scottish Funding Council and other organisations.
11. To monitor the performance and effectiveness of external and internal audit.
12. To monitor and review the College's Strategic Risks and Risk Management Strategy, and review Risk Management Action Plans as appropriate, to ensure that the College's approach to managing the risks is appropriate and adequate.
13. To maintain oversight of whistleblowing, anti-fraud, anti-money-laundering, and anti-bribery policies
14. To maintain oversight of the management of Data Protection (including GDPR).
15. To ensure that all significant losses, including those in excess of the delegated limits set out in Financial Memorandum, have been properly investigated, and that the internal and external auditors and the Scottish Funding Council have been fully informed of all such losses.
16. To ensure the committee operates in compliance with the terms of the Scottish Public Finance Manual and the Glasgow Colleges' Regional Board Financial Memorandum.
17. The Committee will advise the Board and Accountable Officer on the strategic processes for risk, control and governance and the governance statement; the adequacy of management response to issues identified by audit activity; the effectiveness of the internal control environment; and assurances relating to the corporate governance requirements for the organisation.
18. To enable effective analysis of such assurance, the Committee will regularly review an Assurance Framework for the College, following Scottish Government and HM Treasury Guidance.
19. The Committee will report annually to the full Board of Management.
20. Undertake a self-evaluation exercise annually to ensure that the Audit Committee complies with best practice in relation to governance and that the internal and external audit service is satisfactory.