

Board of Management Audit & Assurance Committee

Date of Meeting	Tuesday 6 September 2022
Paper No.	AAC1-B
Agenda Item	4.2
Subject of Paper	Committee Programme of Work 2022-23
FOISA Status	Disclosable
Primary Contact	Michael Cross, Interim College Secretary/ Director – Corporate Support
Date of production	September 2022
Action	For Approval

1. Recommendations

That the Committee reviews and approves the attached Programme of Work draft subject to ongoing development.

2. Purpose

The purpose of this report is to provide the Committee with a draft schedule of approvals and other work for 2022-23, for discussion and further development.

3. Key Insights

3.1 The Programme of Work is intended to ensure that the Committee plans essential work and approvals to ensure that these key responsibilities are not overlooked, and that they are visible in the interests of good governance practice, transparency, and communication.

3.2 The attached draft Programme of Work includes the terms of reference for the Committee, together with the required approvals as recorded in the Board Schedule of Approvals, and will also include any additional report submissions, performance information, and other assurances required by each Committee on behalf of the Board of Management.

4. Impact and implications

4.1 In adopting the Programmes, the responsibilities and requirements of each Committee is made clear. This enables effective work planning and timetabling to be undertaken, as well as providing a transparent indication to all of the work being done by the Board and its Committees.

4.2 This also provides clear information, relating to their responsibilities, to other Board members, prospective Committee members and conveners, as well as new Board and Committee members.

Appendices:

Appendix 1: Audit & Assurance Committee Programme of Work 2022-23

BOARD OF MANAGEMENT – AUDIT AND ASSURANCE COMMITTEE

CONVENER: Graham Mitchell

VICE CONVENER: Paul Hillard

MEMBERS: Lorna Hamilton, Ronnie Quinn

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 and College Group.
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.

PROGRAMME OF WORK	
Task	Commentary
STANDING ITEMS	
Strategic Risk Review	
Internal and External Audit Reports	
Internal Audit Progress Report	
Update from GCRB Audit Committee (when available)	
Internal Audit Overview	Agreed AAC mtg 24 05 22
Committee Self-evaluation (once per year)	
SCHEDULED ITEMS	
6 September 2022	
Data Protection Officer Report	
Data Breaches Report	
Committee Annual Report	
Committee Programme of Work	
Draft Governance Statement	
Internal Audit Reports	
Assurance Framework Annual Review	Agreed AAC mtg 24 05 22
29 November 2022	
Annual Report and Accounts	
Register of Interests Update Report	
Internal Audit Reports	
Internal Audit Annual Report	
External Audit Annual Report	
External Audit Management Letter	
FR Authorised Limits Report	

Report on Staff Compensation Payments	
7 March 2023	
Committee Terms of Reference	
FOISA Report	
Internal Audit Reports	
Assurance Framework Review	
Mid-year Follow Up report (conjoined summary report provided by Internal Audit and the new Compliance Manager)	Agreed at AAC mtg 15 09 21
23 May 2023	
Internal Audit Reports	
External Audit Plan	