

Board of Management Audit & Assurance Committee

The 3rd meeting (Session 2023-24) of the Audit and Assurance Committee will be held at 1500 hrs on Thursday 14 March 2024, City Campus, Room C.06.106.

Agenda v2

PAPER LEAD

	PAPER	LEAD
1. Apologies for Absence		Convener
2. Declarations of Interest		Convener
3. Items to be Discussed Privately with Auditors		Convener
4. For Approval		
4.1 Minute of the Audit & Assurance Committee Meeting held on 05 12 23	AAC3-A	Convener
4.2 Document and Records Retention Policy	AAC3-B	SL
4.3 Risk Management Policy	AAC3-C	DM
5. For Discussion and Decision		
5.1 Annual Complaints Report 2022-23	AAC3-D	JG
5.2 Freedom of Information Annual Report 2022-23	AAC3-E	DM
5.3 Internal Audit Reports:		DA
5.3.1 Libraries and Learning Technologies (L&T Academy)	AAC3-F	
5.3.2 Quality Assurance and Enhancement	AAC3-G	
5.3.3 Business Engagement including Skills Academies	AAC3-H	
5.3.4 Severance Schemes	AAC3-I	
5.3.5 Payroll	AAC3-J	
5.4 Internal Audit Progress Report	AAC3-K	DA
5.5 Internal Audit Overview	AAC3-L	KA
5.6 Internal Audit Outstanding Action Proposal	AAC3-M	KA
5.7 Strategic Risk Review	AAC3-N	DM
6. For Noting		
6.1 Data Protection Officer Quarterly Report	AAC3-O	SL
7. Any Other Notified Business	Verbal	Convenor
8. Disclosability of Papers	Verbal	DM
9. Date of Next Meeting – Tuesday 11 June 2024	Verbal	Convenor

CITY OF GLASGOW COLLEGE

Audit and Assurance Committee of the Board of Management

REMIT

1. Review the processes for ensuring the effectiveness of the financial, and other internal control and governance systems of the College and College Group.
2. 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. 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. 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. 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. Agree the scope of the external auditor's work and determine any non-audit services to be provided.
7. 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. Review the external auditor's Management Letter and management's response, and have direct access to the external auditor, including an annual closed meeting.
9. Review relevant reports from the Scottish Government, Auditor General for Scotland, Scottish Funding Council and other organisations.
10. Monitor the performance and effectiveness of external and internal audits.
11. Monitor and review the College's Strategic Risk Register and Management Action Plans as appropriate to ensure that the College's approach to risk management is appropriate and adequate.
12. Maintain oversight of whistleblowing, anti-fraud, anti-money-laundering, and anti-bribery policies.
13. Maintain oversight of the management of Data Protection (including GDPR).
14. Ensure that all significant losses, including those in excess of the delegated limits set out in the 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.
15. Ensure the committee operates in compliance with the terms of the Scottish Public Finance Manual and the Glasgow Colleges' Regional Board Financial Memorandum.
16. 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.
17. Review an Assurance Framework for the College, following Scottish Government and HM Treasury guidance.
18. Report annually to the full Board of Management.
19. Undertake a self-evaluation exercise annually to ensure that the Committee complies with best practice in relation to governance and that the internal and external audit service is satisfactory.
20. Recommend to the Board of Management any matters of significance that fall within the Committee's remit.