

**Minutes of the Audit Committee meeting**  
**held on Friday 25<sup>th</sup> February 2022 at 8.00 am**  
**By Microsoft Teams**



**Birmingham Metropolitan College**

Present	Apologies/ Absence
Helen Miles (HM)	Iqbal Mohammed
Alaric Rae (AR)	
Sharon Isaacs (SI)	
In attendance	
Sir Dexter Hutt (DH)	
Pat Carvalho (PC)	
Stephen Belling (SB)	
Simon Eaton (SE)	
Fiona Yardley (FY)	
Alison Rowe (ARO)	
Kirsten McAslan (KM) BDO	
Jonathan Lanes (JL) BDO	

Ref	Agenda Item
	<b>Apologies</b>
	No apologies were received.
	<b>Declarations of Interest</b>
	No declarations were noted in addition to those recorded in the Register of Interests.
1 (i)	<b>Minutes of Audit Committee 25<sup>th</sup> June 2021</b>
	<p>The minutes of the meeting held on 3<sup>rd</sup> December 2021 were accepted as a true and accurate record.</p> <p>There were no matters arising.</p> <p><b>IT WAS RESOLVED THAT:</b>  <b>AC 21-22- 15</b>  <b>The minutes of the meeting held on 3<sup>rd</sup> December 2021 be approved.</b></p>
2	<b>Health and Safety Report</b>
	<p>SE presented the Health and Safety Report provided with the Committee Pack and emphasised the following:</p> <ul style="list-style-type: none"> <li>• The Health and Safety Strategic Plan has been reviewed and updated.</li> <li>• In respect of Covid, the Return to College Taskforce and College Implementation Groups continue to meet.</li> <li>• An independent, external fire risk consultant was engaged to carry out new Fire Risk Assessments across all sites and follow up actions are being worked through.</li> <li>• The first fire drills since Covid have now taken place and generally conducted well.</li> </ul>

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	<ul style="list-style-type: none"> <li>• The Health &amp; Safety Audit Schedule for 2021-22 is being implemented and whilst no significant high- risk findings were raised, the re- establishment of routine practices following the pandemic season of remote working is being closely monitored.</li> <li>• Recruitment of New first aiders is taking place along with a standardisation of incentive payments.</li> <li>• Deputy Health and Safety Committee members are being sought to optimise attendance at H&amp;S committee meetings.</li> </ul> <p><b>Governors questions and observations</b></p> <p>1. <b><i>Staying safe with Covid may provide a good basis on which to refresh staff engagement with work in relation to Health and Safety? (HM)</i></b></p> <p><b>IT WAS RESOLVED THAT:</b>  <b>AC 21-22- 16</b>  The content of the Health and Safety Report be noted.</p>
<b>4</b>	<b>Risk Management Update</b>
	<p>SE presented the Risk Management Update provided with the Committee Pack and emphasised the following:</p> <ul style="list-style-type: none"> <li>• The college is in the process of re- visiting its approach to Risk Management with support from its internal auditors.</li> <li>• The summary sheet has been updated to show direction of travel in relation to each risk.</li> </ul> <p><b>Governors Observations and Questions</b></p> <p>1. <b><i>Providing a narrative for the direction of travel regarding Ofsted would remove the risk of misinterpretation (HM)</i></b></p> <p>2. <b><i>What do the Exec Team see as being the current top 3 risks faced by the college? (DH)</i></b></p> <p>SE advised that they would be financial income for 2022- 23: cash flow and compliance with bank covenants.</p> <p>PC advised of the need to ensure the focus on quality in areas of concern to Ofsted given the likely return visit in August. It was noted work with the FE Commissioners as part of their Single Improvement Programme offer would assist with managing this risk.</p> <p>3. <b><i>What is the Risk Management Review seeking to achieve? (HM)</i></b></p> <p>ARO advised the ultimate goal was to produce a short document identifying strategic and corporate risks.</p> <p><b>IT WAS RESOLVED THAT:</b></p> <p><b>AC 21-22- 17</b>  The risk regarding the appointment of a new Principal be removed</p> <p><b>AC 21-22- 18</b>  The content of the Risk Register and actions taken to mitigate risk be noted.</p>

Ref	Agenda Item
5	<p data-bbox="244 185 975 219"><b>Internal Audit Recommendation Tracker</b></p> <p data-bbox="244 185 975 219">SE introduced the Internal Audit Actions Tracker and advised:</p> <ul data-bbox="300 259 1366 472" style="list-style-type: none"> <li data-bbox="300 259 1023 293">• BDO were in the process of conducting a follow up audit.</li> <li data-bbox="300 333 1366 400">• Some recommendations relate to Risk Management and will be addressed in the Risk Management training being undertaken with BDO.</li> <li data-bbox="300 441 1318 472">• Some recommendations are being addressed in the current programme of audits.</li> </ul> <p data-bbox="244 512 735 546"><b>Governors’ Observations and Questions.</b></p> <ol data-bbox="244 586 1366 620" style="list-style-type: none"> <li data-bbox="244 586 1366 620">1. <i>Replacing the “Being Implemented” phrase with a closure date would be beneficial (HM)</i></li> </ol> <p data-bbox="244 660 517 689"><b>IT WAS RESOLVED THAT:</b></p> <p data-bbox="244 730 400 763"><b>AC 21-22- 19</b></p> <p data-bbox="244 763 1465 831">The content of the Audit Recommendation Tracker and actions taken to address recommendations be noted.</p>
6	<p data-bbox="244 871 588 904"><b>Contract Compliance Report</b></p> <p data-bbox="244 904 1485 1010">SB Presented the Contract Compliance Report in the Committee Pack and advised how it was designed to address issues raised in ESFA Subcontracting Controls Assurance Audit and prepare for the new ESFA Subcontracting Assurance Framework.</p> <p data-bbox="244 1050 735 1084"><b>Governors’ Observations and Questions.</b></p> <ol data-bbox="244 1124 1458 1263" style="list-style-type: none"> <li data-bbox="244 1124 1458 1191">1. <b>It is important to ensure the Contract Compliance Officer is provided with support to undertake the role. (HM)</b></li> <li data-bbox="244 1229 1278 1263">2. <b>The level of support provided to support community groups was to be noted. (SI)</b></li> </ol> <p data-bbox="244 1303 549 1337"><b>IT WAS RESOLVED THAT:</b></p> <p data-bbox="244 1377 400 1411"><b>AC 21-22- 20</b></p> <p data-bbox="244 1411 943 1444">The content of the Contracts Compliance Report be noted.</p>
7	<p data-bbox="244 1480 533 1514"><b>BMet Follow Up Report</b></p> <p data-bbox="244 1554 895 1588">ARO advised in respect of the BDO Follow Up Report: -</p> <ul data-bbox="244 1628 1465 1912" style="list-style-type: none"> <li data-bbox="244 1628 1465 1695">• BDO were asked to review the 14 Recommendations the college regarded as being completed and determine whether they were completed, not completed or superseded.</li> <li data-bbox="244 1736 1465 1841">• Committee are required to consider the recommendation regarding the documenting and form of evidence required in respect of Health and Safety Training and assessments and extent to which this is delegated to relevant department managers.</li> <li data-bbox="244 1881 1054 1912">• The final report is to be prepared for the June Audit Committee.</li> </ul> <p data-bbox="244 2020 735 2054"><b>Governors’ Questions and Observations.</b></p>

Ref	Agenda Item
	<p><b>1. <i>Is there evidence that management consider health and safety risk on a sufficiently regular basis? (HM)</i></b></p> <p>SE advised the Senior Leadership Team were content there was sufficient mitigation in place in respect of this risk. The requirements vary across departments and the department managers are best placed to advise on specific risks. Health and Safety reviews are undertaken on a regular basis.</p> <p>PC questioned whether express requirements in performance reviews together with the two performance reviews undertaken each year would provide sufficient evidence and mitigation in respect of this risk.</p> <p>ARO advised that the express requirement and performance review evidence would help mitigate the risk.</p> <p><b>2. <i>Does the Follow Up Audit provide evidence of sufficient progress being made in respect of Audit Recommendations? (AR)</i></b></p> <p>SE advised that 7 out of 25 recommendations being completed was relatively low but it was anticipated many more would be completed or superseded by June.</p> <p><b>IT WAS RESOLVED THAT:</b></p> <p><b>AC 21-22-21</b> The proposed mitigations in respect of the Health and Safety Responsibilities of Departmental Managers be accepted by the Committee as sufficient mitigation for the purposes of risk management.</p> <p><b>AC 21-22- 22</b> Progress made in respect of the Follow Up Audit be noted.</p>
<b>8</b>	<b>Internal Audit Progress Report</b>
	<p>KM presented the Internal Audit Progress Report contained in the Committee Pack.</p> <p><b>Governors' Questions and Observations.</b></p> <p><b>1. <i>Is the Audit Programme progressing as anticipated? (HM)</i></b></p> <p>KM advised that staff were good at responding to questions and submitting evidence when requested.</p> <p><b>2. <i>What were the reasons for the delay in completing the Follow Up Audit? (HM)</i></b></p> <p>KM advised that the delays related to the unexpected timing of the Ofsted Inspection and bereavement.</p>
<b>12</b>	<b>Any other Business</b>
	There being no other business, the meeting was concluded at 11.00 am

*H Miles*

Signed: [H Miles \(Sep 27, 2022 18:12 GMT+1\)](#)

Chair: Helen Miles