

**The College of West Anglia  
MINUTES OF AUDIT COMMITTEE  
31 March 2010 – 9.30 am Boardroom, Front Block, King’s Lynn**

<b>Present:</b>	David Steele Paul Cotton Nick Daubney Emma Booty	Chair
<b>Attending:</b>	Richard Williamson Paul Foreman Hilary Reid	Executive Director of Finance and Information PricewaterhouseCoopers Clerk

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*The Committee met at 9.25 am with the Auditor. He advised that management pressures continued to delay responses to internal audit reports. The Chair exhorted governors to support the managers in achieving coaching and management development programmes particularly as pressure was evidencing itself throughout the lower levels of the organisation.*

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Richard Williamson joined the meeting at 9.30 am.

**1 Apologies**

Jack Bantoft, Mike Williams (retrospectively).

**2 Minutes of the Previous Meeting – 3 February 2010**

The Minutes of the meeting of 3 February 2010 were agreed as an accurate record and signed by the Chair.

**3 Matters Arising**

**(i) Page 3, item 8 – Funding Audit Tenders**

The appointment of Funding Auditors (KPMG) had been concluded, under budget.

**4 Internal Audit Reports and Management responses since last meeting**

Paul Foreman of PricewaterhouseCoopers presented the reports of the Internal Audit Service.

**(i) Governance Review**

The focus of the review had been on the restructure and particularly how it had bedded down within the organisation. In particular, whether forms, policies and processes had been reviewed to reflect the new structure and the extent to which staff received support and training in their new roles.

Three medium and one low risk recommendations were noted and moderate assurance had been given. The Auditors had noted that staff, particularly Programme Managers, were feeling additional pressure and felt they needed time to settle in to the new structure. Training, support and ensuring appraisals were kept up-to-date were raised by staff when interviewed. Governors were assured that management had an action plan in place in response to each of these points.

The Chair observed that some of the lead times for action, for example, to end July and end October 2010 were some way ahead and asked whether anything could be done in the interim so that staff felt there was some support.

The Executive Director of Finance and Information advised that the coaching programme had started and all coaches and “coachees” had been through a training programme with an external company and internal coaching meetings had been planned.

Governors were somewhat reassured that these issues were being addressed.

## **(ii) Timetabling**

The Auditor explained that timetabling had been examined a year ago. Some issues had been identified and the management solution had been to implement an electronic timetabling system. The current review was to see if the system was working. Following the audit no assurance was given – three high risk and four medium risk recommendations were made, noted as follows:

- No formal plan for implementation or for addressing current issues
- No formal, high level review of the College’s overall timetable for the academic year
- No reports being run from the system
- Limited use of EBS by programme managers
- Not all changes to timetabling being notified
- Inaccuracies in the spreadsheet
- The need for further staff training

The Executive Director of Finance and Information explained the background to the decision to implement the system. The management team recognised that the cultural change within the organisation would take time. He added that there had been problems with the system during the first part of the year and that responsibility for timetabling had since been moved to MIS.

Governors were concerned (a) that plans for implementation or for addressing current issues were not in place; and, (b) that SMT ownership of those plans was not explicit. The Director was asked to share the governors’ views with the senior management team in order to ensure these actions were in place by the deadline of 30 April 2010.

**Action: RW**

**The Auditor’s reports were noted.**

## **5 Risk Report**

This item was deemed to be “Confidential”.

## **6 Review of Performance – Internal and External Auditors**

This item was deemed to be “Confidential”.

Paul Foreman left the meeting at 10.45 am.

## **7 Any Other Business**

None.

**8 Chair's items for briefing to Corporation**

- Recommend appointment of Internal and External Auditors
- Non-assurance, Timetabling
- Risk Report

**9 Date and time of next meeting**

Wednesday, 2 June 2010 at 9.30 am (subject to change at request of Chair)

**The meeting closed at 11.15 am**