

**The College of West Anglia  
MINUTES OF AUDIT COMMITTEE  
4 February 2009 – 9.30 am Boardroom**

<b>Present:</b>	Cheri Crosley Jack Bantoft Paul Cotton Nick Daubney Yvette Pratt David Steele Emma Booty	Chair
<b>Attending:</b>	Richard Williamson Nicholas Barrett Paul Foreman Jim Hathaway Hilary Reid	Executive Director of Finance and College Services Head of Finance PricewaterhouseCoopers Head of Property Services (part) Clerk

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*The Committee met at 9.25 am with the Auditors. There were no issues of concern.*

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**1 Apologies**

None – all members present.

**2 Minutes of the Previous Meeting – 13 November 2008**

The Minutes of the meeting of 13 November 2008 were agreed as an accurate record and signed by the Chair.

**3 Matters Arising**

***(i) Page 2 item 5(iii) VFM - Catering***

The Head of Property Services reported back on matters arising from the previous meeting. In particular he confirmed that the catering contractors had now achieved parity of performance, pricing and quality across all sites. He added that the catering contract was due for renewal in August 2009 and management were considering the options available to them. Governors noted the costs associated with maintaining an outside contract and the offer from the contractors to enhance the facilities in the refectory – the majority of the work being carried out at their cost but requiring a long-term contractual commitment from the College. **Noted.**

Jim Hathaway left the meeting at 10.00 am.

***(ii) Page 3 item 5(v) – Capital Schemes - Contracts***

The Executive Director of Finance and Property Services reported that the consultants had advised that two further contracts were very close to being finalised. Progress generally had been slow.

***(iii) Page 4 item 5(viii) – Finance/Staff Safety***

The Clerk reported on behalf of the Principal that the matter was being addressed through the Health and Safety Committee under the leadership of the Health and Safety Officer. The Head of Finance confirmed that his department had since shared

concerns with the HSO. Employment Policy Committee would track progress through the health and safety reports it received from the HSO.

#### **4 Appointment of Vice Chair**

The Clerk sought nominations for the position of Vice Chair from within the membership of the Committee.

Cheri Crosley proposed David Steele, seconded by Paul Cotton.

There being no other nominations, **David Steele was duly appointed Vice Chair of the Audit Committee for a further year.**

#### **5 Internal Audit Report 2008-09 – Follow up Report Q2**

Paul Foreman of PricewaterhouseCoopers presented the report of the Internal Audit Service. He noted that some responses were missing which would bring the report up to date. Some progress had been made with the older recommendations and most had been concluded, including Initiate training and the EU working time directive. The focus from 2007/08 had been catering provision - an area addressed by feedback earlier in the meeting.

The auditor invited questions and comments on the report.

A governor asked whether the College was vulnerable from a Health and Safety point of view in relation to property maintenance and the maintenance records. He was assured by the Executive Director of Finance and College Services that there were reasonable audit trails for work done and that, where health and safety risks were identified, the relevant maintenance was carried out. The auditor advised that a “minimum” risk was assigned to this, and that he would check further. **Action: PF**

**The report was noted.**

#### **6 Review of Performance Indicators for Internal and External Auditors**

The Clerk presented a draft pro forma setting out a revised set of performance indicators for the purpose of assessing the performance of the internal and external audit services. It was noted that the Chair of the Committee, the auditors and the Executive Director of Finance had been consulted. After consideration, and without change -

**The Committee agreed the performance indicators to be applied when evaluating the performance of the internal and external auditors for the academic year 2008-09.**

#### **7 Risk Update**

This item was deemed to be “Confidential”.

#### **8 Any Other Business**

(i) CHC: Queried the reference from PR&Q Committee as to whether the “bureaucracy busting” audit was additional work. It was confirmed that this was not additional work, rather it was part of a Procedural Efficiency audit planned for 2008-09.

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

- Re-Budget
- Property Strategy

**10 Date and time of next meeting**

Wednesday, 29 April 2009 at 9.30 am

**The meeting closed at 11.25 am**

