



**HUDDERSFIELD NEW COLLEGE
FURTHER EDUCATION CORPORATION**

**MINUTES OF THE AUDIT COMMITTEE
HELD ON TUESDAY 23rd JUNE 2009**

MINUTES:

<u>Present</u>	Ms T Murphy, Cllr M Sokhal
<u>In attendance</u>	Ms J France, Mr C Dyson, Mr A Shaw, Ms C Woodrow
<u>Clerk</u>	Mrs C Coupland

1. Apologies for absence

Apologies were received from Mr Graeme Craik. Ms T Murphy was appointed as chair in absence of Mr Craik.

Resolved:

Apologies given to be accepted.

2. Minutes of the meeting held on 18.03.09.

Resolved:

That these be accepted as a correct record.

3. Matters arising

Members of the Committee expressed concerns regarding level of membership assigned to Audit team, that Ms Oates appointment has since expired in June 2009. Furthermore, Mr Craik has expressed concerns about future attendance at Committee and Corporation Meetings due to personal circumstances. _Committee advised that membership is to be addressed at pending Corporation meeting and Search committee to be held on 01.07.09.

4. Internal Audit Reports

E-learning Blackboard: Conclusion from Bentley Jennison is that the assurance level is that of Substantial. The key finding from the review is that the use of Blackboard across the college has been identified as not being used consistently within departments or to its full potential. Recommendation has been made for action plans to be implemented whereby teaching departments identify how they can use the system and further support teaching and learning.

High Level Financial Controls: Scope of review extended to:

- Financial management

- Budgetary Control
- Income and Debtors
- Cash & Bank
- Creditors
- Payroll(inc: starters & leavers)

Found to be no need for recommendations in any area – all determined as substantial assurance. The committee wished to thank Andrew for his hard work – Well Done Andrew!

Follow up report: The committee was advised by Chris Dyson from Bentley jennison that a Review was undertaken to follow up progress made to implement 14 actions points recommended from last year, comprising of 2 'significant' and 12 'merits attention' recommendations. Chris Dyson was pleased to comment that all recommendations were implemented.

Internal Audit Progress Report: Bentley Jennison is of the view that no major issues in work undertaken to date will impact upon their annual recommendation. Advised that Action plan is complete for this year; 2008-2009. Informed that Meeting is scheduled for 30.06.09 between Bentley Jennison & HNC to discuss next year's audit plan for 2009-2010. Page 2 of the report offers summary of operational plan performance which will inform next year's audit plan. It was noted that 'risk maturity' does not have an assigned assurance level as this audit is different in scope of those usually presented and is a thematic review.

Resolved:
That the reports be received.

5. Risk register : a review

The current position for each risk (June 2009) was discussed, and changes from the previous position were highlighted.

Resolved
That the report be received

6. Any other business

There was no further business

7. Determination of confidentiality

No items were determined as confidential

8. Date of next meeting

To be advised.