
MINUTES OF THE EIGHTEENTH MEETING OF THE AUDIT AND RISK COMMITTEE OF THE GOVERNING BODY OF THE NORTH WEST REGIONAL COLLEGE HELD IN THE BOARDROOM, STRAND ROAD CAMPUS, ON MONDAY 13 JUNE 2011 COMMENCING AT 5.30PM.

PRESENT: Mr D McMahon (Chair)
Prof F Monds
Mr L Gallagher
Mr W McBride

IN ATTENDANCE: Mr S Murphy (Principal and Chief Executive)
Mr P McKeown (Director of Finance and Estates)
Mr G Robinson (PwC, Internal Auditor, Manager)
Mrs H Smyth (PwC, Internal Auditor, Manager)
Mr R Monds (DEL Observer)
Mr R Ross (NIAO, External Auditor)
Mr D McClelland (Secretary)

18.1 APOLOGIES

Apologies were received from Mr A Smyth, Ms E Cavanagh and Mr S McCormick.

18.2 DECLARATION OF INTERESTS

No member declared a conflict of interest in the business of the meeting.

18.3 MINUTES OF MEETING HELD ON 28 MARCH 2011

Following a correction to the date of the meeting it was proposed by Mr Gallagher seconded by Mr McBride and agreed that the minutes were an accurate record of the meeting.

Action: Secretary to arrange for the publication of approved minutes asap

18.4 MATTERS ARISING

None.

18.5 CHAIRMAN'S BUSINESS

There was no business transacted under this heading.

18.6 INTERNAL AUDIT: STATUS REPORT (Ref: paper AC18.6)

The Internal Auditor referred members to the reviews listed in the report which had been completed since the last Committee meeting and to those that were in final stages of completion. She indicated that these reviews would be followed by the publication of the IA annual report. In answer to a query, she said that relevant stakeholders would be consulted over the contents of next year's plan which would be devised taking into account risk factors identified by the College. She invited members to contribute suggestions for the plan if they wished.

18.7 INTERNAL AUDIT: PRESENTATION OF FINDINGS

- 1. Review of College Development Planning (Ref: paper AC18.7.1).** The Internal Auditor reported that this review had been awarded a ‘substantial’ assurance rating with no recommendations. She said that the auditors were particularly impressed with the extent of the involvement of staff at all levels in the process. A number of persons commented on the benefits derived from the recent flexibility allowed by DEL in the format of the plan.
- 2. Review of Human Resources Function (Ref: paper AC18.7.2).** The Internal Auditor reported that this review had also been awarded a ‘substantial’ assurance rating with no recommendations. She said that controls, including security of records, were very strong.
- 3. Review of Business Continuity Planning Arrangements (Ref: paper AC18.7.3).** The Internal Auditor reported that this review had been awarded a ‘satisfactory’ assurance rating with one main recommendation incorporating a number of sub-issues. He explained that the College’s Business Continuity Plan was currently being finalised and that management had indicated that they would be taking on board the issues raised in the recommendation.
- 4. Business Performance Review: Administration of Training Programmes (Ref: paper AC18.7.4).** The Internal Auditor referred members to this non-assurance review. She commented on the strength of the team structure. She said that the suggested recommendations centred mostly around IT issues which, to be realised, required further co-operation between the College and DEL. The Director mentioned that recent correspondence from DEL had confirmed the high degree of accuracy of College returns.
- The Chair thanked the Internal Auditors for their valuable work over the year which he said had been both useful and helpful. He added that the outcomes gave considerable assurance to the Committee on the management and operation of the College.

18.8 CORRESPONDENCE

None.

18.9 ANY OTHER BUSINESS

1. The External Auditor mentioned that initial discussions were taking place with the College on the strategy to be adopted in the EA review for 10/11. NIAO would be auditing the College directly this year and the Plan would come to the next meeting of the Committee.
2. The Director indicated that the draft accounts were to be with DEL by 20 September 2011. He reminded members that the purpose of an initial review of the accounts by the Committee before this date was still to be defined.
3. The Chair indicated the desirability of resuming the presentation of Schools’ risk registers to the Committee.

Actions: (1) Director / Principal to consider the purpose of the initial review of draft annual accounts by the Committee for next Committee meeting

(2) Director / Principal to consider when presentation of Schools’ risk registers to Committee should be resumed.

Date of next meeting: Monday 19 September 2011 at 5.30pm in Strand Road Campus.

There being no other business the Chair closed the meeting at 6.00pm.

Signed: _____

Date: _____