



**Argyll College Management Board
Minute of the Audit Committee
held at 11.30 pm on Friday, 24th August 2018 in OBI, Oban Campus**

Present: Lesley McInnes (LMI) Chair, Tony Dalgaty (TD), Ken Jones (KJ) & Gillian McCready (GMC)
Via VC: Steve McNaught & Steve Cartwright from Henderson Loggie (for duration of 18.3.5)
In Attendance: Ailsa Close (AEC), Elaine Munro (EM) & Fiona Fenn-Smith (Secretary) (FS)

No	Item	Action
18.3.1	Welcome & apologies for absence. Apologies received from Fraser Durie.	
18.3.2	Declarations of interest & to identify any items deemed confidential. LMI declared interest of WHHA being landlord of Argyll College Oban support staff premises. Item 18.3 deemed to be confidential. Agreed to bring external audit plan forward in the agenda.	
18.3.3	Minute of last meeting held on 18th May 2018. The minute was approved as an accurate record of the meeting and signed by Lesley McInnes.	FS
18.3.4	Matters arising (a) Helensburgh (document previously circulated.) Amount approved by UHI's Strategic Investment Fund is £227k, but this comes with conditions attached: Establish a project group, extend existing lease by 5 years and carry out a survey (this has been done). Committee expressed concern at taking out a 5-year lease, particularly with no confirmation of support from UHI beyond the first 2 years. ACTIONS: <ul style="list-style-type: none"> • Decide who from college will join project board • Take suggestion to ask for reduced rent to Council? • Bring to board meeting 	AEC FS
18.3.5	External audit plan for 2017/18 accounts. (Previously circulated.) Steve McNaught talked the committee through the document and highlighted the main in-year issues: college still working towards assigned status; management accounts showing small deficit (and has done for past few years); staff costs and key staff absences; nursery. Noted that sale of Riverside will be a paper loss and will discuss with AEC as to whether this should be included in this year's accounts. AEC to forward update from Scottish government on assigned status to Henderson Loggie.	AEC
18.3.6	Matters arising (continued). (b) Sale of Riverside. With lawyers. (c) Assigned status. Likely to be completed on 5 th December. Still some actions to complete on auditor's report eg annual audit committee report. FS to find previous report and send to committee. ACTIONS: <ul style="list-style-type: none"> • Complete annual audit report & bring to board meeting. • Document retention policy – to go to F&GP committee for approval. 	FS LMI AEC/EM
18.3.7	Nursery. (Confidential minute.)	
18.3.8	Draft business continuity plan. (Previously circulated.) Approved.	

18.3.9	<p>ASSUR-HR audit. (Previously circulated.)</p> <p>(a) Internal audit report of college HR systems. Reviewed in HR&R committee.</p> <p>(b) Internal audit follow up report. Contains 20 recommendations/15 completed. KJ said that UHI should provide college with a service level agreement as some accountability would be welcome.</p>	
18.3.10	<p>Property update: Dunoon. AEC in talks with Council as this property makes good sense as will double student numbers and the building is suitable. Ongoing.</p>	
18.3.11	<p>Risk register. Bring to next meeting.</p>	AEC
18.3.12	<p>AOCB.</p> <p>To agree tender schedule for 18/19 internal audit. AEC to progress with APUC.</p>	AEC
18.3.13	<p>Date & venue of next audit committee meeting. Friday, 16th November 2018, venue to be arranged.</p>	
	<p>Signed by</p> <p>..... Date</p> <p>Chair of Audit Committee</p>	