

BOSTON COLLEGE**MINUTES OF THE MEETING OF THE AUDIT COMMITTEE HELD ON 17 JUNE 2021**

1. PRESENT

Andy Atkins (Chair), Heather Lee, Chris Pett and Ann Savage.

Also in attendance: Janet Hemmant (Clerk to the Corporation), Debbie Holland (Vice Principal: Finance & Corporate Services), Charlotte Robinson (Head of Finance), Gareth Jones (RSM) and Jonathan Creed (ICCA).

Attendance: 100%

2. ACTION LOG

Members reviewed progress made against the items in the committee's action log.

3. MINUTES

The minutes of the meeting held on 25 March 2021 were reviewed and approved.

4. INTERNAL AUDIT REPORT**Accommodation Strategy and Estates Management**

Jonathan Creed presented the internal audit report which had good outcomes and Substantial Assurance. He noted that half of the College's estate was in RICS category A and some benchmarking had been done against the finance record. The report contained one recommendation about a maintenance tracker.

Chris Pett asked whether Sam Newsom being category C was an area of concern for the College. Jonathan advised that it would not be easy to change in the future because of its listed status. Ann Savage asked whether it was recommended to use a proprietary maintenance programme. Jonathan advised that lots of colleges are using spreadsheets, generally the larger colleges use packages. The priority for the College is to get the information on to a system, Ann suggested that due diligence was required and cost benefits should be examined.

5. INTERNAL AUDIT TENDER PRESENTATIONS

The committee received presentations from ICCA and TIAA in support of their tenders for the delivery of internal audit services for the college.

The committee agreed to recommend to the Corporation the re-appointment of ICCA. It was also agreed to set up another meeting of the committee to work on the audit plan as soon as possible. ●

Jonathan Creed left the meeting after delivery of ICCA's presentation and re-joined at this point.

6. AUDIT RECOMMENDATIONS TRACKING

Members reviewed the recommendations tracker.

It was noted that the funding audit in July will be testing on the 2020-21 ILR data which will clear previous recommendations. The 2019-20 ILR will not be re-opened.

It was also noted that some issues related to data security were still on amber. Ann Savage asked about the structure to manage data security and whether this needed to be enhanced. Debbie Holland explained that the college's contractor monitors breaches and includes staff training which will be rolled out. The committee agreed to advise the Chair of the Finance and Resources committee of their concerns about data security and to ask the committee to have a look at this as part of their remit. A presentation on this matter was requested for the next meeting.

7. AUDIT PLAN AND EMERGING ISSUES

Gareth Jones presented the audit plan for consideration.

Changes to the ACOP were highlighted, it was noted that auditors are now required to cover completeness of income which means that RSM will have to test ILRs and complete a risk assessment. It was noted that the AEB tolerance level was challenging. Discussions took place about the focus of the audit, particularly in respect of going concern where a positive opinion is required. The timing of the audit is yet to be agreed.

Ann Savage suggested that it would be useful to use the going concern checklist as a monitoring tool. Debbie Holland agreed to pull out this information for future reports so that it can be reviewed.

In respect of the Emerging Issues document, it was noted that the auditor's findings have to be presented to the Corporation. There is some discussion in the sector as to how this needs to be done and this will be monitored before a final decision is made. Cyber security and incident management were also discussed.

It was noted that the ACOP had a requirement about development of Audit Committee members. It was suggested that skills on appointment could be checked and further reviewed at appraisals. Succession planning also needs to be considered. It was agreed that relevant feedback from governors' annual appraisals should be provided to the Audit Committee for review.

It was agreed that the Emerging Issues document should be circulated to Corporation members.

8. RISK MANAGEMENT

The committee received a report from Vice Principal: Finance and Corporate Services.

Debbie Holland advised that there would be some re-scoring of the pandemic, data security and EU withdrawal risks.

9. DATES OF MEETINGS

It was noted that the meeting dates for 2020-21 would be agreed at the July Corporation meeting. A date for the additional meeting to consider the internal audit plan will be confirmed as soon as possible.