



HARTPURY

AUDIT AND RISK MANAGEMENT COMMITTEE HARTPURY COLLEGE

Minutes 10.00am Thursday 11th April 2019 Gordon Canning Room

Present: Mr Patrick Brooke (PB) (Chair)
Mrs Barbara Buck (BB)
Prof Ian Robinson (IR)

In Attendance: Ms Lynn Forrester-Walker (LFW)
Mr Russell Marchant (RM)
Ms Lisa Oliver (LO) (Chair)
Dr John Selby (JS)
Iain Williams (IW)
Mr Kevin Williams-PWC (KW)
Ms Bernice Michaels (BM)
Mr Graham Quint (GQ)

Apologies: Efe Ayeni
Ms Katrina Naphthine

Minutes: Dr Nicola Potter

		ACTION	ACTION DATE
1.	<p>Apologies</p> <p>Apologies were received from Ms Katrina Naphthine and Efe Ayeni.</p> <p>Due to the absence of the co-opted member and an existing governor vacancy, Prof. Ian Robinson was co-opted onto the committee for this meeting at the approval of the Chair.</p>		
2.	<p>Declaration of Interest. Paper CA2-4-19.</p> <p>The Clerk advised that members' interests would be taken as those disclosed in the Register of Members Interests. There were no further declarations of members interests for agenda items.</p>		
3.	<p>Minutes of the Last Meeting. Paper CA3-4-19.</p> <p>Some minor amendments to the minutes of the meeting held on the 14th November 2018 were suggested. Following the amendments being made, the minutes were agreed to be a true and accurate record and signed by the Chair.</p>		

	ACTION	ACTION DATE
<p><i>Due to the late arrival of the Internal Audit representative, Agenda items 7, 8 and 9 were discussed prior to Internal Audit agenda items 5 and 6.</i></p>		
<p>7. Review ESFA Data Audit Report (LFW). Paper CA7-4-19</p> <p>LFW explained that Hartpury was randomly selected to undergo an ESFA Data Audit on the student record data for 17/18. It took place in August 2018 with the report received in December 18.</p> <p>The audit interrogated the underlying data supporting Hartpury's funding claims. It was extremely thorough and identified some errors resulting in relatively minor changes to the funding claim. The issues identified have since been addressed by the Information Systems team, which is improving related processes and procedures.</p> <p>An action plan is in place to address the issues raised in relation to new apprenticeships, subcontracting testing, Advanced Learner Loans, ESF match funding and the Provider Data Self-Assessment Toolkit (PDSAT) testing.</p> <p>Following a question from governors regarding the progress tracking of actions, it was confirmed that the progress and end dates would appear in the Audit (outstanding issues) Report.</p> <p>In response to a further question regarding actions in place to address student timetable clashes, it was confirmed that an independent review of timetabling has taken place and plans are in place to better highlight timetable clashes going forward.</p>		
<p>8. Risk Management (LFW)</p> <p>8.1 Review Risk Management Policy. Paper CA8.1-4-19</p> <p>The risk management policy was presented which has been updated to reflect Hartpury's new structure, the risk scoring regime, roles and responsibilities and the role of the University Corporation and College Board of Governors.</p> <p>Governors raised the subject of collaboration and its impact on Academic Risk appetite. There is a potential need to revisit this aspect of risk management to reflect collaborative partnerships when appropriate and ensure that Corporation has sight of Academic Risk in these circumstances. Governors were assured that robust processes are being developed to ensure due diligence and appropriate scrutiny of any future academic partnerships.</p> <p><i>The Risk Management Policy was recommended for approval at the next Corporation meeting.</i></p> <p><u>ACTION</u> Ensure Risk Management Policy goes forward for approval at the next College Board meeting</p> <p>8.2 Review Risk Management Register. Paper CA8.2-4-19</p>	<p>Clerk</p>	<p>30/5/19</p>

	ACTION	ACTION DATE
<p>LFW explained that the register is live and details the strategic and governance risks, which are monitored by the Senior Management Team, Executive and the Risk Management Group. The main changes were summarised including new risks that have been added since the last Audit and Risk Management Committee.</p> <p>Questions were asked regarding the mitigation against potential government driven funding changes in HE. Hartpury benefits from income generated through FE, HE and commercial sources which spreads the institutional risk.</p> <p>Discussion also took place regarding 'value for money'. Plans are in place to work with the Students' Union to obtain their views on value for money, in preparation for compliance with OfS requirements.</p> <p>8.3 Review Top Risks. Paper CA8.3-4-19 The top risks are those with an initial 'red' RAG rating. LFW talked through the changes to the top risks since the last update, including those relating to IT systems, business continuity, financial funding for capital projects, Capita and fire suppression facilities.</p> <p>8.4 Note Minutes from Risk Management Group meeting. Paper CA8.4-4-19 Minutes from the Risk Management Group meeting on 22nd March were noted.</p>		
<p>9. Review Purchase Order Compliance (IW). Paper CA9-4-19</p> <p>IW presented the paper and provided an update on PO compliance and item comments. A question was asked regarding plans to reduce non PO orders. The purchase order process is regularly reviewed with non PO orders tending to be of low value. Efforts are ongoing to refine the PO process where possible.</p>		
<p><i>Graham Quint (Director of Digital Services) and Bernice Michaels (Residential Services Manager) were welcomed to the meeting to discuss the GDPR and Accommodation Internal Audit papers respectively.</i></p>		
<p>5. Discuss progress on recommendations from Internal Audit Reports.</p> <p>5.2 GDPR (KW). Paper CA5.2-4-19. KW provided an overview of the review of systems and audit documentation. Many positives were identified during the GDPR audit including training, documentation, roles and responsibilities and buy-in from management. The relatively high number of recommendations and an audit scoring of 'Medium' were expected due to the complex nature of GDPR compliance.</p> <p>Committee members discussed the two areas identified as 'Medium' risk (Article 30 – records of processing activities; Third Parties) and those receiving lower priority scores. When questioned about the GDPR process for new employees, GQ confirmed that it was part of the induction pack for all new starters.</p> <p>A governor also asked about Hartpury's vulnerability from an IT perspective.</p>		

		ACTION	ACTION DATE
	<p>Hartpury has recently undergone penetration testing, with some positive results, and the current IT department is making significant improvement in ensuring the security of Hartpury's IT systems.</p> <p>5.3 Finance Review (KW). Paper CA5.3-4-19 The internal audit report for the Finance Review (Purchase to Pay) was presented and classified as 'low' risk. One medium (value for money investigations) and two low (approval requirements and quote/tender details) findings were reported.</p> <p>There is a robust sign-off procedure for all orders greater than £15,000 and close management of the monthly accounts promptly highlights where budgets have been exceeded. There are also checks in place to mitigate against the risk where details of quotes do not accompany PO requests.</p> <p>It was agreed that internal audit findings with a rating of 'medium' and above should be included in the audit tracking document ongoing.</p>		
	<p><i>Graham Quint (Director of Digital Services) and Bernice Michaels (Residential Services Manager) left the meeting.</i></p>		
6.	<p>Discuss progress on recommendations from Internal/External Audit Reports (IW). Paper CA6-4-19</p> <p>Progress on outstanding actions was provided. The accuracy of the original end dates for IT related actions were discussed. Dates will be more realistic going forward as a result of the new IS and IT teams taking control of IT related risks.</p> <p>Work is also underway to reduce the burdensome processes within the finance department by automating some processes (such as credit control activities for debtors) within the finance system (Agresso).</p>		
10	<p>Any Other Business</p> <p>There was no other business raised.</p> <p>The main meeting was followed by a short Members' Meeting comprising of the Chair, Governors, Auditors and Co-opted Member.</p>		
	<p>Dates of future meetings all at 10.00am unless stated Wednesday 19th June 2019 Thursday 14th November 2019</p>		