

**Minutes of the Audit committee  
held at 12.30pm on Friday, 1<sup>st</sup> March 2019  
at the Lorne Street, Lochgilphead campus**

**Present:** Lesley McInnes (LI) Chair, by VC, Ken Jones (KJ), Amber Crowley (AC), Tony Dalgaty (TD)  
**Apologies:** Gillian McCready (GMcC)  
**In Attendance:** Roger Sendall for item 19.1.4, Ailsa Close (AEC), Elaine Munro (EM), Martin Jones (MJ)

No	Item	Action
19.1.1	<p><b>Welcome</b> The chair welcomed members to the committee meeting</p>	
19.1.2	<p><b>Apologies &amp; declarations of interest.</b> Apologies were received from Gillian McCready</p>	
19.1.3	<p><b>Minutes of joint Audit and F&amp;GP meeting held on 30<sup>th</sup> November 2018 were approved.</b>  The minutes to be signed by the respective chairs as an accurate record of the meeting.</p>	LMcI
19.1.4	<p><b>Presentation on Risk Register by Roger Sendall, UHI Head of Governance and Records Management</b>  Roger outlined the common and consistent approach that is being developed across the UHI partnership in relation to risk management, with all risk registers now stored in Sharepoint. A risk register group reviews all academic partner risk registers. Roger gave a presentation on risk management, which was followed by a question and answer session. The Committee felt that the move from a spreadsheet format for the recording of risk was a very positive improvement.</p>	
19.1.5	<p><b>Matters Arising</b></p> <p>a) <b>Update on Health &amp; safety issues at CERC</b> – Following the H&amp;S Consultant visit to CERC in December there were a number of areas that the college needed to address. This was followed by a visit to CERC by MJ and TG. Improvements were noted, but agreed there was a need to continue to discuss broad cultural issues, with TG suggesting a number of initiatives the college could implement.</p> <p>b) <b>Update on funding for Helensburgh</b> – no funding has yet been received from UHI for the centre in Helensburgh following the successful bid for strategic funds in 2018. UHI concern centres on the lack of a 5 year lease with A&amp;BC for the Kirkmichael Centre. MJ meeting Clive Mulholland to further discuss the engagement with the Royal Navy at Faslane and in</p>	MJ

	<p>particular the issues surrounding the mode of delivery and standard of learning and teaching materials provided by UHI.</p>	<p>MJ</p>
<p>19.1.6</p>	<p><b>AOCB</b></p> <p><b>(a) Draft tender for Internal Audit services Aug 2018 to Jul 2021</b>  Agreed committee members would submit suggestions for areas to be covered within internal audit to AEC by 22<sup>nd</sup> March 2019.</p> <p><b>(b) Support for Audit Committee</b>  LMCI had asked what support other partner organisations provided to Audit Committee. MJ outlined support was available via UHI internal auditor, regional committee of audit chairs, and also through Board Secretary. The recruitment process for a Board Secretary for Argyll College is currently underway.</p> <p><b>(c) Membership of Audit Committee</b>  External auditor had indicated that the Audit Committee membership should include the Student rep to allow breadth of scrutiny. It was agreed that the student rep (Laura Hogg) would be invited to join the Audit Committee.</p>	<p>All</p>         <p>AEC</p>
<p>19.1.7</p>	<p><b>Date of next meeting – Friday 24<sup>th</sup> May 2019 at Lorne Street Centre, Lochgilphead</b></p>	
	<p><b>Signed by</b></p> <p>..... <b>Date</b> .....</p> <p><b>Chair of Finance &amp; General Purpose Committee</b></p>	