

**Final Version Minutes of the Audit Committee  
held at 11.30am on Friday 18<sup>th</sup> September 2020  
via Webex Teams**

**Present:** Scott Matheson (SM) Chair, Elodie Nowinski (EN), Billie Smith (BS)  
**Apologies:** Tony Dalgaty (TD)  
**In Attendance:** Steven McNaught (SMcN) Henderson Loggie for 20.3.6, Martin Johnston (MJAW) Armstrong Watson for 20.3.7, Martin Jones (MJ), Ailsa Close (AEC), Elaine Munro (EM), Vicky Daveney (VD)(Secretary)

No	Item	Action
20.3.1	<b>Welcome and apologies for absence</b> The chair welcomed members.	
20.3.2	<b>Declaration of interest &amp; to identify if any items deemed to be confidential.</b> Reported that BS employer had been instructed by the college in relation to the nursery lease. BS confirmed she is not involved in the engagement and internal safeguards in place. There were no confidential items.	
20.3.3	<b>Minutes of the meeting held on 12<sup>th</sup> June 2020 were approved.</b> The minutes to be signed by Chair as an accurate record of the meeting.	VD/SM
20.3.4	<b>Matters arising</b> (a) <b>Nursery update</b> – MJ confirmed that since the previous committee meeting the nursery had closed and that there is some interest in a short-term lease of the building. SM was pleased that progress was being made.	
20.3.5	<b>Risk Register</b> SM commented that the Risk Register is more user friendly and asked whether there had been further action on the college estates and KPIs. MJ confirmed that an application has been made to SFC to access funding in relation to the Dunoon building. The Rural Growth Deal may allocate funds too, as well as UHI, Highlands & Islands Enterprise plus the colleges own reserves. SM commented that this was good progress.  SM asked how the issues created by covid-19 are being managed at a leadership and governance level. MJ stated that Argyll College already uses online learning and some of the practical courses, such as horticulture and agriculture are outdoors based so problems are mitigated. In other course areas, such as hairdressing, students have not been recruited as social distancing makes it impossible to operate due to size of buildings. Practical elements have been delayed or minimised and practical guidance from the government fed in. The college uses an external Health & Safety consultant who has been providing risk assessments across the centres. There is a UHI H&S group meeting regularly, as well as a campus re-opening group which includes Principals and some members of UHI Executive Office which meets twice a week. Colleges Scotland also meets regularly.	

	<p>SM asked committee members for comments. EN asked how Argyll College is dealing with staff quarantine and whether there is a contingency plan for cancelling lessons. AEC stated that it would be dealt with in the same way as other staff illness. BS suggested putting a policy in place for staff returning from holiday who then have to self-isolate.</p>	
20.3.6	<p><b>Internal Audit report:- Staff Development</b></p> <p>SM welcomed Steven McNaught and asked him for his comments. SMcN talked the committee through the draft Staff Development Report and stressed the importance of:</p> <ul style="list-style-type: none"> <li>• Developing a Workforce Plan to identify gaps in skills and expertise.</li> <li>• Ensuring training has value and is in line with what the college wants to achieve.</li> <li>• Requirement for a staff Learning &amp; Development Policy.</li> <li>• Creating a skills database which could be used to identify gaps.</li> <li>• Identifying the statutory training requirements for each post.</li> <li>• Improving upon the current training request form which currently does not facilitate follow-up to see if the required outcomes were achieved.</li> </ul> <p>SM asked if the remaining 2 reports would be received soon. SMcN stated that there were a few pieces of information outstanding but they would be completed soon.</p> <p>SM suggested that the report was reasonable for an organisation the size of Argyll College and that there should not be too much work involved to achieve satisfactory status and that Workforce Planning should help. SMcN said that the college should use it to upskill staff, particularly in digital skills and stressed that it a draft report for discussion. EM stated that it is a fair report highlighting issues that the college is aware of. MJ agreed with this and stated that the Staff Development Committee needs to be more strategic and highlighted the need to develop staff so they become more engaged with the college.</p> <p>SM thanked SMcN and he left the meeting.</p>	Noted
20.3.7	<p><b>External Audit Plan</b></p> <p>SM welcomed Martin Johnston and asked MJAW if there was anything in particular to highlight from the plan. MJAW thanked the board for the appointment and welcomed the opportunity to work together. MJAW stated that</p> <ul style="list-style-type: none"> <li>• Armstrong Watson will assess key areas of audit and recommend improvements on an ongoing basis.</li> <li>• Materiality will be set at planning stage.</li> <li>• Key audit risks identified are revenue recognition, including the nursery; Management Override; pension scheme and liabilities – ensuring it is not out of kilter with similar schemes; Covid-19 – preparing a forecast for 12 months minimum.</li> <li>• Field work is scheduled to commence 19 October</li> </ul> <p>SM thanked MJAW and he left the meeting.</p>	Noted
20.3.8	<b>AOCB – there was no other business.</b>	
	<b>Signed by</b>	

	..... Date .....	
	<b>Chair of Audit Committee</b>	