

Glasgow Kelvin College
Board of Management
Audit and Risk Committee
Agenda

Agenda for the meeting scheduled to be held at 6 - 7pm on Tuesday 29 November 2022 via MS Teams

- 1. Sederunt**
- 2. Apologies**
- 3. Terms of Reference**
[Audit and Risk Committee Terms of Reference](#)
- 4. Declarations of Interests and Connection**
 - a) Interest¹**
 - b) Connection²**
- 5. Minute of the Previous Meeting held on 6 September 2022 (*For Approval*)**
(copy attached)
- 6. a) Matters Arising from the Previous Meeting held on 6 September 2022**
b) Action List (*For Noting*)
 - i) Audit and Risk Committee Action Log as at November 2022**
(copy attached)
- Items for Approval and Endorsement**
- 7. Audit and Risk Committee Annual Report 2021/22 (*For Approval*)**
Report by Chair of the Audit and Risk Committee
(copy attached)
- 8. Internal Audit Reports – Henderson Loggie (*For Approval*)**
 - a) Asset / Fleet Management**
 - b) Student Activity Data (Credits Annual Audit)**
 - c) Student Support Funds (Covers EMA and Bursary Audit/Childcare and Hardship)**
(copies attached)

¹ An interest is a connection that requires to be declared where the objective test is met. A declaration of interest should be noted as early as possible, and the Board member asked to leave the meeting when the agenda item is being discharged.

² A connection is any link between the matter being considered and the Board member, or a person or body that the Board member is associated with. This could be a family relationship or a social or professional contact.

9. **Internal Audit Annual Plan – 2022/23** *(For Approval)*
Report by Henderson Loggie
(copy attached)
10. **Audit Action Plan** *(For Approval)*
Report by Director of Corporate Service
(copy attached)
11. **Assurance Framework** *(For Approval)*
Report by Vice Principal Operations
(copy attached)
12. **Policies** *(For Approval)*
 - a) **Anti-Bribery Policy**
 - b) **Anti-Fraud and Anti-Corruption Policy**
 - c) **Gifts and Hospitality**
 - d) **Public Interest Disclosure (“Whistle Blowing”) Statement of College Policy***(copies attached)*
- Items for Noting**
13. **Internal Audit Progress Report – 2021/22 Annual Plan**
Report by Henderson Loggie
(copy attached)
14. **Governance Action Plan - Update**
Report by Secretary to Board of Management and Director of Corporate Services
(copy attached)
15. **Risk Management Update**
Report by Vice Principal Operations and Director of Corporate Services
(copy attached)
16. **Governance Update**
(Copyright Licensing Agency Royalties Data Collection Survey 2022, Ethical Standards Commission Consultation Questionnaire/Annual Report 2021/22, Code of Good Governance/Good Governance Steering Group, In-Person Charity Trustee Training with Turcan Connell, Complaint Escalation to Scottish Public Services Ombudsman (SPSO))
Report by Director of Corporate Services
(copy attached)
- Items of Correspondence**
17. [Item 17 - NFI Matters - Developing Strategies to Detect and Prevent Fraud.pdf](#)
- Items for Information**
18. **Audit Scotland**
[Item 18a - Technical Bulletin 2022.3.pdf](#)
[Item 18b - Guidance on planning the annual audit for Public Bodies2022.23.pdf](#)

19. [SFC Strategic Plan 2022-27](#)

Risk, Equality and Data Protection - Discussion

- 20. Risk Management – Risk issues to be considered as a consequence of the consideration of the above agenda
- 21. Equality Management – Equality issues to be considered as a consequence of the consideration of the above agenda
- 22. Data Protection – Data Protection issues to be considered as a consequence of the consideration of the above agenda
- 23. Impact on Students – Student impact to be considered as a consequence of the consideration of the above agenda
- 24. Closure
- 25. Date of Next Meeting
14 February 2023 via MS Teams