



**MINUTES OF A MEETING OF THE LINCOLN COLLEGE AUDIT AND RISK COMMITTEE
HELD AT LINCOLN COLLEGE ON TUESDAY 3 DECEMBER 2024 AT 1400 HOURS**

Present:	Tim Godson Helen Barton Chris Jones Peter Price	Chair Associate Member (via Teams)
In Attendance:	Sarah Adams Jo Lynch Andy MacLean Paul Oxtoby	Governance Officer Chief Finance and Compliance Officer Group Financial Accountant RSM UK Audit LLP
Apologies:		

22/24	APOLOGIES FOR ABSENCE No apologies for absence were received.
23/24	ELIGIBILITY, QUORUM AND DECLARATIONS OF INTEREST It was reported by the Governance Officer that notice of the meeting had been given and that a quorum was present. Accordingly, the meeting was declared open. There were no declarations made.
24/24	MINUTES OF THE MEETINGS HELD ON 16 OCTOBER 2024 The minutes of the meeting held on 16 October 2024 were checked for accuracy. The minutes were agreed as a true and accurate record and were signed accordingly.
25/24	MATTERS ARISING AND NOTIFICATION OF URGENT BUSINESS There were no matters arising or notifications of urgent business. The actions were reviewed as follows: 3/24 – ToR amended 7/24 – Payroll Policy circulated with papers 7/24 – Leavers procedure – this is in place and starters are signing as part of their contract to return items or be charged for any equipment not returned. It is now a case of making sure this happens 7/24 – GDPR – a list was provided and staff are being chased – an update will be provided to the next meeting. The Assistant Principals have been following up in their areas. 7/24 – rolling report has been updated 8/24 – the risk register is being refreshed and a teams call has been arranged 14/24 – policies coverage was explained in that all policies cover the whole legal entity, regardless of location. It was agreed that a statement clarifying this can be included as policies are refreshed.

	<p>Action: a paragraph to be included</p> <p>15/24 – risk management policy – no further input was received 16/24 – spot checks on subsidiaries have been followed up on and JL is to join these to ensure compliance</p>
26/24	<p>FRAUD, IRREGULARITY, IMPROPRIETY AND WHISTLEBLOWING</p> <p>There was nothing to bring to the attention of the Committee.</p> <p>[Peter Price left the meeting]</p>
27/24	<p>SCHEDULE OF THE AUDIT RECOMMENDATIONS MONITORING REPORT</p> <p>The monitoring report had been circulated. It was noted there were no new recommendations and six items highlighted for potential removal with the approval of the Committee.</p> <p>1 – Budget setting – policies have been updated and approved by the Finance Committee – remove 2 – Payroll – the policy and procedure in place had been circulated to the Committee – remove 3 – Leavers process – legal advice has been sought and confirmation received that this can be enforced – remove 4 – Stock control – RSM confirmed no issues with year end stock – remove 5 – Health and Safety – JL is to join spot checks at subsidiaries – remain until evidence in place 6/7 – Procurement – being managed through new policy and a number of changes are taking place. It was explained that approval is being sought for subcontracting but there is not a formal framework and therefore this will go out through closed tender. Discussion took place on subcontracting and ESFA rules. PO raised a previous issue of learners appearing on more than one ILR. It was explained data checks are carried out. It was agreed to ensure this check is within the documentation approved. 8 – Fraud Awareness Training - remove</p> <p>Action: document to be updated</p>
28/24	<p>STRATEGIC RISK REGISTER</p> <p>The Strategic Risk Register had been circulated to the Committee for information. It was explained that this has been amended and an updated version will be circulated to Board for next week.</p> <p>TG explained discussion with Graham Harrison in relation to the cyber security risk and an update was provided. It was explained that the residual risk will remain static and all mitigations are in place and therefore this is a ‘treat’ position. It was explained that dates are to be included in the new risk register which will ensure that risk owners can be held to account.</p> <p>Discussion took place on the tannoy system and testing in place prior to removal. It was asked which Committee would take responsibility and it was confirmed as Audit and Risk Committee.</p> <p>IT Disaster Recovery has been added. Discussion took place on physical server rooms. It was asked why there were still actual server rooms rather than cloud based solutions as it was felt this was unusual. It was agreed that Graham Harrison would be invited to the next meeting in relation to IT and cyber security.</p>

	<p>Action: invite Graham Harrison to next meeting</p> <p>It was reported there is an IT health check due to take place as part of the audit plan for the year.</p> <p>It was asked that work experience placements are added to the register as this can have an impact on funding as discussed in the Finance Committee meeting.</p> <p>It was agreed that the points in the Mazars report should be added to the audit recommendations report together with RSM recommendations.</p> <p>Action: Add work experience placements to the Risk Register Action: Mazars and RSM audit recommendations to be added to rolling audit report</p>
29/24	<p>REVIEW OF RISK MANAGEMENT PROCESSES</p> <p>JL explained that the operational risk register used is on 4Risk. The GLT risk register is discussed every two weeks and is in the same format as the strategic risk register circulated.</p> <p>A new style risk register is being developed. This will define hierarchy and ensure responsibilities are at the right levels. It was agreed for next academic year that the sequencing of Committee meetings should be such that the Audit and Risk Committee is the last to meet prior to main Board. Presentation and grouping to streamline and develop a way to lift out the most important risks was highlighted. The use of tooling of 4risk to create a Board level radar diagram was outlined.</p> <p>JL gave an overview of the new style risk register.</p> <ul style="list-style-type: none"> • Several categories of risk including Education, Finance, Operational, Regularity, Reputational, Safeguarding and Strategic, etc. • Questions highlighted • Link to Strategic objective • Risk description and consequence • Current/emerging risk and impact • Target date <p>Risk radar then goes to the Board of Corporation. This may potentially only have the highest four items. English and Maths was given as an example.</p> <p>PO stated that mitigations may be carried out every month and they need to be included on the form to ensure they are happening and provide the assurance, for example business as usual controls. There is the need for an independent opinion to allow this to be measured and assured.</p> <p>It was agreed that risk mitigation should be more bullet points. The GLT risk register will continue in same style and it was discussed whether this should still be called the strategic risk register as they should be concerned with the operational and the Board with the strategic.</p> <p>[Peter Price re-joined the meeting]</p> <p>It was felt that the register should be kept to a maximum of 10 or less items with more detail underneath.</p>

30/24	<p>CHIEF FINANCE AND COMPLIANCE OFFICER REPORT</p> <p>The Chief Finance and Compliance Officer's report had been circulated to the Committee and was taken as read. The following was highlighted:</p> <ul style="list-style-type: none"> • Internal audits were explained as financial controls – BDO; Safeguarding – Lincolnshire Safeguarding Child Protection (LSCP), IT Healthcheck - JISC and Apprenticeships which will now be arranged. • JISC was explained. • Risk Management annual report – ML had asked what the value was for this report and this will be further considered.
31/24	<p>ANNUAL REPORT OF THE AUDIT AND RISK COMMITTEE 2023/24</p> <p>The draft report had been circulated. Some minor amendments were agreed prior to circulation to the Board.</p>
32/24	<p>REGULARITY SELF-ASSESSMENT QUESTIONNAIRE</p> <p>The SAQ had been circulated. It was explained that this will be signed by the Chair and Accounting Officer as part of the signing of the Financial Statements.</p>
33/24	<p>ESFA FUNDING AUDIT</p> <p>The draft report had been circulated. It was noted that a number of the issues identified had been rectified by the team and the evidence provided where required.</p> <p>The final report has now been received.</p> <p>It was agreed that the points would be added to the rolling audit report.</p> <p>Action: add points to rolling audit report</p>
34/24	<p>HEALTH AND SAFETY</p> <p><u>Health and Safety Committee Minutes – 10 October 2024</u></p> <p>The minutes of the Health and Safety Committee Meeting held on 10 October 2024 had been circulated for information.</p> <p>It was noted that the minutes were late and also that there were spelling mistakes.</p>
35/24	<p>RISK MANAGEMENT</p> <p><u>Risk Management Annual Report 2023/24</u></p> <p>The Annual Report for 2023/24 had been circulated.</p> <p><u>Risk Management Group Minutes – 22 November 2024</u></p> <p>The minutes of the meeting held in November had been circulated for information.</p>
36/24	<p>URGENT BUSINESS</p> <p>There was no urgent business discussed.</p>

37/24	<p>DATE OF NEXT MEETING</p> <p>Date of Next Meeting: the next meeting will be held on Tuesday 4 March 2025 at 15.00 hours</p>
	<p>The meeting closed at 1527 hours.</p>

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Chair

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Date