

Sabhal Mòr Ostaig Audit Committee

Draft Minutes

Date and Time	Friday 1 June 2018
Location	Seòmair Shomhairle, Ionad Iain Nobail
Present	John Taylor, Chair Murdo Campbell Arthur Cormack Iain Graham Jo MacDonald
In attendance	Gill Callaghan, TIAA (by phone, to 1.50pm) Stuart Inglis, Director, Henderson Loggie, External Audit Partner (by VC, to 2.25pm) Karen Kennedy, Director of Finance Marie MacKay, College Accountant
Apologies	Willie MacDonald
Minutes	Christine Mackenzie
Minute status	Draft

Summary of Action Items

Ref. Number	Action	Responsibility	Time line
AUD 18-02 Item 10		C. Mackenzie	Jun 2018

Agenda Item

1. Welcome and Apologies

Apologies were received from W. MacDonald; J. Taylor agreed to take the Chair.

It was noted that Sandy Jones had stepped down from the committee, as the Board of Directors had requested that she join the Finance and Estates committee. The members thanked Sandy for her contribution to the Audit Committee.

Jo MacDonald was welcomed to her first meeting; Jo has recently joined the College Board of Directors.

2. Declaration of Interests

A. Cormack declared his interest as his son is a student at the College. I. Graham declared his interest as his wife is a tenant of the College. M. Campbell declared that he was a director of Cànan Ltd.

3. Minutes of the meeting held on 9 February 2018

The minutes were approved as an accurate record.

4. Matters arising not on the Agenda / Action Points

All actions had been completed and there were no matters arising that were not on the agenda.

5. Internal Audit

The Internal Audit plan for 2018-19 was noted and G. Callaghan explained the areas of review, their scope, and rationale.

Jason Thurlbeck, Head of Audit, UHI, had noted that the Internal Audit Report 2016-17 did not contain an explicit opinion on governance, risk management, control or value for money, as required by the UHI Audit Committee as a key source of assurance. G. Callaghan advised that a Head of Audit opinion on these areas would have been included had there been any concerns, but she would note that an opinion should be offered in this year's report.

The committee also suggested the following:

- a) IT Disaster Recovery audit should reference that the College's ICT systems are integrated with UHI's.

- b) Use of Gaelic should be added to the scope of Student Admissions and Registry Process, including in the graduation process

The Internal Audit plan, subject to amendments, was approved.

[G. Callaghan left the meeting].

6. External Audit Plan

The External audit Plan for 2017-18 was noted. S. Inglis informed the committee that the scope had changed slightly from the previous year; Henderson Loggie will now prepare the annual accounts. The fee for this will be separate to the fee stated on page 7 of the plan.

The External Audit plan was approved.

7. Risk Register

The Risk Register was noted and the committee agreed to the following amendments:

Item 2.1 Losing Income Streams for projects – likelihood was reduced from 3 to 2 (now low risk)

Item 2.2 Sustainability of Cànan – likelihood reduced from 4 to 3 due to improved performance (now medium risk)

Item 2.5 Impact of ERDF audit – to be removed as the College has been informed that there will be no financial penalties imposed with regards to the first phase of the Kilbeg development

Item 3.2 Risk to sustainability and management of College with changes in personnel – likelihood reduced from 4 to 3 as new Principal has been recruited, and new Vice-Principal in process of being recruited (now medium risk)

Item 4.2 Loss of autonomy within UHI – likelihood increased from 3 to 4 due to uncertainty regarding UHI's structure (now high risk)

8. Whistleblowing Policy

The draft Whistleblowing Policy and Procedure was discussed and approved.

9. AOCB

There was no other competent business.

10. Date of Next Meeting

The next meeting will be held on 2 November.

C. Mackenzie was asked to ascertain if the date of the February 2019 meeting will clash with the FilmG Awards, in which case, the date of the meeting will be changed.

The meeting adjourned at 2.35pm