

# UCP AUDIT COMMITTEE

Thursday 23 May, 2024

4:30 PM – 5:30 PM

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## ATTENDANCE

### **PRESENT**

Alison Davies (Chair)

Peter Walker

Mark Woods

Louise Perry (Chief Financial Officer)

Liz Knight (Academic Director)

### **IN ATTENDANCE**

Joanne Ulyatt (Governance Director)

Roopa Patel-Harji (IA)

### **APOLOGIES**

Rachel Nicholls (Chief Executive Officer IEG)

## 18. WELCOME

Standing item

Speaker: Chair

Time: 16:30

(a) Apologies for absence; apologies were as noted.

(b) Eligibility, quorum and declarations of interest: No notice had been received of any Member becoming ineligible to hold office, the meeting was quorate and there had been no interests declared.

(c) Requests for urgent business; None received.

## 19. MINUTES

Standing item

Speaker: Chair

Time: 16:35

(a) Minutes of the last meeting (20.02.24)

(b) Matters arising from the minutes

(c) Actions from the minutes

- a. The Minutes of the last meeting held on 20 February 2023 were confirmed for electronic signature. **(Action 7)**
- b. There were no matters arising.
- c. Outstanding Actions from the last meeting were considered; all had been completed or were in hand for next iterations of the reports.

## 20. INTERNAL AUDIT PROGRESS UPDATE

Discussion item

Speaker: Internal Auditor

Time: 16:40

- a) The Internal Audit Progress Report was summarised. No amendments have been made so far in this period.
- b) Attention was drawn to sector updates.
- c) Work is ongoing in relation to the financial controls piece of work; the report is not yet finalised due to awaiting updates on management responses. It was, however, noted that there are no recommendations specific to UCP.
- d) The Cyber Security and Procurement Audits are midway through completion, and the Strategic Plan - Curriculum Development Audit has been started and is underway.
- e) Governors questioned whether it would not be best practice to spread the internal audits out more evenly throughout the year; timeframes are decided based on availability of resource and when would work best for IEG staff. All audits are planned in to be complete on time, with work progressing well and feedback meetings scheduled in. The schedule that has been followed for the past couple of years has been to review the plan in September, consider and approve the audit briefs in November, and then commence work after Christmas. Other IEG audits that do not relate to UCP are finished, or almost finished, and therefore it is likely just by coincidence that the UCP audits are scheduled toward the end of the year in this round. The Strategic Plan audit is aligned to work underway in revising the overall IEG Strategic Plan, and the two therefore have to marry up, and in terms of performance audits, it is always helpful to have some data in the system before beginning the review. It was acknowledged that the work was perhaps slightly

more skewed to the back end of the year in this year than it has been in previous years but a considerable amount of work has been done and management will take that feedback on board and try to schedule some earlier audits next year.

- f) The auditor confirmed that on completion of all of the audit work, an annual summary report will be prepared, bringing together all of the areas within the plan, and highlighting any outcomes specific to UCP. This annual summary will be presented to governors.

## 21. RISK REPORT

Information item

Speaker: CFO/Academic Director

Time: 17:00

(a) Board Assurance Framework

(b) Risk Register

- a) There were no changes to scoring within this iteration of the report, but for each action plan there were a number of updates highlighted in red font. These key risks reported are actively managed throughout the year. Whilst it is a relatively static picture in terms of how the risks are scored, there were numerous actions to close down this year and move on to the next year, looking at applications and enrolments.
- b) Some key dates are coming up in June regarding UCAS data which will provide an indication of how applications are progressing. There is not expected to be any significant deviation from the 5 year plan in terms of the budget that will be taken to UCP Council.
- c) Some headway has been made in terms of staffing, and the picture across IEG is of reduced turnover. There has been a little surge in sickness in the last quarter, with a number of cases of Covid reported this winter, however, in general both metrics have been reducing and are starting to settle.
- d) The team continue to consider succession planning for staffing , and a wide range of strategies are being utilised, including lots of work on non-pay rewards and the promotion of these excellent additional benefits offered by IEG. There has been a number of staff members returning to IEG, having left for other opportunities previously, which is really positive.
- e) There has been considerable work undertaken to promote the new HTQ qualifications. Recruitment activity was summarised, with some very successful events noted.
- f) It was noted that there will be no subcontracting next year at all for UCP other than possibly a few re-sits that may roll over into the new year.

## 22. URGENT BUSINESS

Standing item

Speaker: Chair

Time: 17:15

None received.

## 23. DATE OF NEXT MEETING: TBC

Standing item

Speaker: Chair

Time: 17:20

The draft meeting schedule is currently being reviewed and will be confirmed as soon as possible, with calendar invites sent as appropriate.

There being no other business, the meeting closed at 16:56.