



Minutes of the electronic meeting of the Audit Committee (AC) held at 1630hrs on 4 March 2021.

Present Alison Davies (Chair) Peter Walker Mark Woods

In Attendance Ralph Devereux (Secretary) Lee Glover (Haines Watts)(14/20 on) Liz Knight (UCP AD) Rachel Nicholls (IEG DCEO)

Louise Perry (CFO)

10/20 ELIGIBILITY, QUORUM, DECLARATION OF INTERESTS

No notice had been received of any Member becoming ineligible to hold office, the meeting was quorate and there had been no interests declared.

11/20 STANDING ITEMS

a. The Minutes of the last meeting held on 15 December 2020 were confirmed for electronic signature. **(Action 1)**

b. Outstanding Actions. Actions from the last meeting were considered.

See referenced minute for full detail.		Resp	Date
Action 1	01/20. Alison Davies confirmed as AC Chair.	Sec	wie
Action 2	02/20c. Meeting procedure agreed.	Chair	21.01.21
Action 3	03/20. TOR recommended to the Council for adoption.		
Action 4	04/20b. IAS recommendations to be implemented by June 21.	Sec/LK	01.06.21
Action 5	06/20a. HWCA & RSM appointments recommended.	CFO	wie
Action 6	06/20b. IAS days allocation to be considered.	CFO/LK	
Action 7	06/20b. Listed areas to form 3-year plan.	CFO/HW	Jan 21
Action 8	06/20b. 2020/21 IAS pan to be proposed and circulated.		

c. There were no requests for urgent business.

**The information was received and noted;
Actions had been noted. (Register at 17/20).**

12/20 RISK MANAGEMENT (RM)

The Register had been considered by the Council at their meeting held on 21 January 2021. Detail had now been completely transferred to the “4Risk” template and system and the register items were clearly listed in the accompanying papers, each was individually considered. The register had been updated to include the latest Covid information and was discussed:

a. Primary Risk. (number 26) “Failure to meet HE student numbers and income targets” The combination of Covid, unhelpful media and the growing impact of the proposed Anglia Ruskin University (ARU) Peterborough influenced this risk; the Peterborough College (PC) Principal and the UCP Chair were both liaising with that organisation. The need for the current PRC media “low profile” would shortly be diluted and some parity of exposure should be achieved;

b. Primary Risk (number 262) “Covid-19” Guidance was being scrupulously followed but, as this was frequently modified, a reactive response was often necessary. There was consideration whether a contingency was required for lengthy absence of senior staff. There had recently been such a case, which had not prompted serious difficulties additionally, the IEG subsidiary company “Quality Resourcing Solutions (QRS)” could provide access to a national data bank of agency staff and virtual media would facilitate remote usage. It was agreed to include this information in the “Risk Controls” **(Action 2)** There was full working integration with IEG resources ; and

- c. Contingency Risks. Contingency Risks were monitored each term; the associated scoring and activity was fully explained in the RM Policy; the 2 highest risks related to sub-contract provision (number 261) mainly in Quality Advisory Agency (QAA) compliance and financial health (number 265). A new risk had been added (number 266) re UCP reliance on IEG systems.

During general discussions Members were assured that statements quantifying “trigger points” relating to non-specific statements, such as “insufficient income” or “falling standards” were included in a supplementary table behind the Register. The detail in that table would be checked for continuing relevance and appropriateness. **(Action 3)**

**The information was received and noted.
Actions had been identified (Register at 17/20)**

13/20 ARTICLES OF ASSOCIATION

The Articles, updated to reflect current status had been circulated for consultation, which had been unavoidably delayed through higher priority demands; the final draft would be completed asap to allow the necessary further scrutiny by the IEG Corporation. The target date was now 10 March 2021. **(Action 4)**

**The information was received and noted.
Actions had been identified (Register at 17/20)**

The Haines Watts representative joined the meeting.

14/20 INTERNAL AUDIT SERVICE (IAS) – PLAN 2020.21

The IAS Plan had been determined between the IEG and UCP senior management and met specific UCP requirements, while paying due regard of and integration with, the IEG operational structure and the wider IEG IAS. These specific requirements reflected the Office for Students (OfS) expectations in relation to the Terms and Conditions of Funding for Higher Education (HE) Institutions Annex C (Audit Code of Practice), which required an IAS Opinion on RM, Governance, internal control, and Value for Money (VFM). Accordingly the plan to satisfy this was considered, eight days had been allocated to cover (typo in document total corrected);

- a. corporate governance (3 days);
- b. RM (1 day);
- c. Subcontracting (3 days); and
- d. Management (1 day).

The IAS Plan was agreed and recommended to the IEG Corporation. **(Action 5)**

**The information was received and noted.
Actions had been identified (Register at 17/20)**

15/20 URGENT BUSINESS

There had been no urgent business requested.

16/20 NEXT MEETING

The next meeting would be at 1630 on 20 May 2021.

17/20 ACTION TABLE

See referenced minute for full detail.		Resp	Date
Action 1	11/20a. Last minutes (15.12.20) confirmed for signature.	Clerk	wie
Action 2	12/20b. Detail in R226 “Risk Controls” to be reinforced.	AD	
Action 3	12/20. Specific detail in background RR data to be checked.	CFO	
Action 4	13/20. Draft Article submission target date.	Clerk	10.03.21
Action 5	14/20. IAS Plan 2020.21. agreed and recommended to IEG Corp.	Chair	19.04.21






UCPAuditMinutes.04.03.21.RD (1)

Final Audit Report

2021-05-20

Created:	2021-05-19
By:	Ralph Devereux (office.mpe@btconnect.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA3_JsxGLRubQkywjFHC5MR_jYOZYDqkpK

"UCPAuditMinutes.04.03.21.RD (1)" History

-  Document created by Ralph Devereux (office.mpe@btconnect.com)
2021-05-19 - 10:46:52 AM GMT- IP address: 86.179.97.73
-  Document emailed to Ralph Devereux (Secretary) for Alison Davies (Chair) (clerk.mpe@btconnect.com) for signature
2021-05-19 - 10:47:14 AM GMT
-  Email viewed by Ralph Devereux (Secretary) for Alison Davies (Chair) (clerk.mpe@btconnect.com)
2021-05-20 - 6:42:26 AM GMT- IP address: 86.179.97.73
-  Document e-signed by Ralph Devereux (Secretary) for Alison Davies (Chair) (clerk.mpe@btconnect.com)
Signature Date: 2021-05-20 - 6:43:13 AM GMT - Time Source: server- IP address: 86.179.97.73
-  Agreement completed.
2021-05-20 - 6:43:13 AM GMT