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**MINUTES OF THE FORTY SIXTH MEETING OF THE AUDIT & RISK COMMITTEE OF THE GOVERNING BODY OF THE NORTH WEST REGIONAL COLLEGE HELD IN THE BOARDROOM, NORTHLAND BUILDING, STRAND ROAD CAMPUS ON WEDNESDAY 13 JUNE 2018 AT 1700.**

| PRESENT: | IN ATTENDANCE; |
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| Mr P Laughlin (Chair) | Mr L Murphy (Principal & Chief Executive) |
| Mr S Atcheson | Mr P McKeown (Director of Finance & Economic Engagement) |
| Mrs R Dougherty | Mr D Campbell (NIAO) until 1720 |
| Mr G Killeen | Mr W Smyth (DfE) from 1730 |
| | Mr A McKibbin (Internal Auditor, Grant Thornton) until 1720 |
| | Mrs É Doherty (Governance Secretary) |

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The meeting was quorate therefore the Chair declared the meeting open.

**46.1    WELCOME & APOLOGIES**

Apologies were received from Mrs C McFarland and Dr N Hand.  Mr L Murphy and Mr G Killeen gave prior notice of early withdrawal from the meeting.

The Chair welcomed Mr David Campbell (NIAO) to the Committee meeting, a round of introductions were made.

**46.2    CONFLICT OF INTEREST DECLARATIONS/DECLARATIONS OF ANY OTHER BUSINESS**

There was no conflict of interest declarations/no declarations of any other business.

**46.3    MINUTES OF THE MEETING HELD ON 18 APRIL 2018**

➤    **PREVIOUSLY ISSUED TO ALL MEMBERS**

   Draft Minutes of the Committee Meeting held on 18 April 2018

   The Minutes were taken as read and agreed as a true and accurate record of the meeting.
   **PROPOSED:**  Mr S Atcheson
   **SECONDED**:  Mrs R Dougherty

   **46.3.1    MATTERS ARISING – April 2018 Committee Meeting**

There were no matters arising from the April 2018 Committee meeting.

**46.4    CHAIR'S BUSINESS**

The Chair indicated he would take Chair's Business later into the meeting.

The Chair invited Mr P McKeown, Director of Finance & Economic Engagement to present his report to members.

**46.5    MANAGEMENT REPORT, Mr P McKeown, Director of Finance & Economic Engagement**

➤    **PREVIOUSLY ISSUED TO ALL MEMBERS**
   Report 1 – Direct Award Contracts – 30 May 2018
   Verbal Report - Prompt Payment

   The Director advised members that the Direct Award Contract awarded to Mhance Cloud Software was an extension to the existing contract required in respect to the STS Project.  The cost is spilt between the Sector.
   Prompt Payment details for 30 days to 31 May 2018 was 96% and for the year to date was 90%.

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The Chair thanked Mr McKeown for his report and invited Mr McKibbin, Internal Auditor to present his Report to members.

**46.6 INTERNAL AUDIT**

➢ **PREVIOUSLY ISSUED TO ALL MEMBERS**
Report 1        Internal Audit Progress Report – June 2018
Report 2        Student Recruitment, Enrolment and Retention -   June 2018
Report 3        Data Protection (GDPR)  - June 2018

The Internal Auditor referred to the Internal Audit Progress Report, to the profile of work undertaken throughout the year.  He listed the reviews that would be discussed at the meeting. Internal Audit plan to present the Sector Wide Review and Follow Up Review final reports at the next Audit & Risk Committee meeting.

**Student Recruitment, Enrolment & Retention – June 2018**
A 'Satisfactory' assurance was awarded in relation to the appropriateness and effectiveness of the processes and controls in place relating to Student Recruitment, Enrolment and Retention.  One Priority 3 recommendation was raised in respect to timelines in the admissions process.
Members discussed the findings and recommendations and were content with these.

**Data Protection (GDPR) – June 2018**
The Internal Auditor highlighted that the Report was not an assurance report rather an advisory report due to the evolving nature of the GDPR which came into force on 25 May 2018.  The Internal Audit Team focused on the GDPR and what the College was doing to work towards compliance with the Regulations by May 2018.  The Internal Auditor also noted that as this was a time limited review. The College were at the review time still in the process of working towards compliance, therefore the points recommended in the report were  in the process of being implemented.
An assurance review on Data Protection (GDPR) will be undertaken in the next year 2018/19.

The Principal added that the College was considering appointing a Compliance Officer to provide a resource to review current practices and deal with specific concerns to ensure compliance with the many complex legislative frameworks affecting all areas of the College including GDPR.

*The Internal and External Auditor left the meeting at this juncture.*

**46.4 CHAIR'S BUSINESS**
The Chair referred back to Chair's Business to discuss the Audit & Risk Committee Effectiveness Checklist.

➢ **PREVIOUSLY ISSUED TO ALL MEMBERS**
Audit & Risk Committee Effectiveness Checklist – 2018

The Committee went through the Report and completed each section with actions agreed to build effectiveness. Discussion took place on cyber risk management within the College. In line with the NIAO, ' Good Practice Guide on Cyber Security & Information Guidance for Audit Committees', it was agreed to bring this item to the next Committee meeting and invite the College's Information Services Manager to present to members on Cyber Security.
The Director also reported that he was currently looking into the options of including Cyber Risk and Data Breach cover to the College's Insurance Policy.

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**AGREED ACTIONS;**

- **The Governing Body Secretary to prepare a final draft of the Self-Assessment Document and forward to members.**
- **The Director to update the Committee on Cyber Risk and Data Breach insurance cover.**
- **The Information Services Manger to be invited to the next Committee meeting.**

*Mr W Smyth (DfE) joined the meeting during this item.*

**46.7    CORRESPONDENCE**

There was no correspondence to report on.

**46.8    ANY OTHER BUSINESS**

There was no any other business to discuss.

**DATE OF NEXT MEETING –** 18 September 2018

The Chair thanked everyone for their attendance and closed the meeting at 1740.


**Signed: _____ Chair**

      **Mr Paul Laughlin**


**Date:  17 September 2018**