

**THE CORPORATION OF WALTHAM FOREST COLLEGE**

**AUDIT COMMITTEE**

**6 FEBRUARY 2008**

A meeting of the Audit Committee will be held at Waltham Forest College on **Wednesday 6 February 2008** commencing at **18:00** in room 243.

Please let me know if you are **unable** to attend.

Graham Chappell  
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29 January 2008

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**AGENDA**

1. ATTENDANCE OF THE ACTING PRINCIPAL AND OTHER COLLEGE MANAGERS AT THE MEETING OF THE AUDIT COMMITTEE

*The Committee is asked to consider inviting the Acting Principal and other College managers to attend the meeting so as to present reports and provide information etc.*

2. APOLOGIES FOR ABSENCE

3. DECLARATION OF INTERESTS

*Members are asked to make known if they have any interests to declare given the issues included on this agenda.*

4. AGENDA FOR THE MEETING OF THE AUDIT COMMITTEE

*The Committee is invited to review the agenda for this meeting and, in doing so, to identify those items which require particular attention over and above those highlighted by the Clerk.*

5. MINUTES OF THE MEETING OF THE AUDIT COMMITTEE HELD ON 5 DECEMBER 2007

*The Committee is asked to agree the accuracy of the minutes so that they may be signed by the Chair as a correct record.*

6. MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE AUDIT COMMITTEE HELD ON 5 DECEMBER 2007

*This item provides an opportunity to raise issues detailed in the minutes of the meeting held on 5 December 2007 which are not the subject of separate reports on this agenda.*

7. INTERNAL AUDIT NEEDS ASSESSMENT AND STRATEGIC PLAN 2007 – 2010

*The Committee is asked to receive and consider the 2007/08 Internal Audit Needs Assessment and the Internal Auditor's Strategic Plan for the period to 31 July 2010.*

8. INTERNAL AUDIT – REVIEW OF THE MONITORING SCHEDULE

*The Committee is asked to receive and note the up to date position with regard to the monitoring of the progress against the issues identified in earlier reports of the internal auditors. It will be appreciated that the issues highlighted relate to reviews carried out by Bentley Jennison and not Scrutton Bland.*

9. ANNUAL REPORT OF THE AUDIT COMMITTEE 2006/07

*The Committee is asked to receive and consider a draft of its Annual Report for 2006/07 prior to its submission to the Corporation on 19 February 2008.*

10. CALENDAR OF MEETINGS

*The Committee has previously agreed to meet on Wednesday 26 March 2008. Due to the proximity of this date to the Easter Bank Holiday weekend, it is proposed that this meeting now takes place prior to the commencement of the Corporation on:*

- *Monday 17 March 2008*

*The Committee has also agreed to meet on the following occasions:*

- *Wednesday 14 May 2008*
- *Wednesday 2 July 2008*

*The meetings will commence at 18.00 or later if this is the wish of members.*

*The Clerk, in consultation with the Principalship, will in practice seek to link some of these meetings where feasible, with the dates of the Corporation meetings.*

11. ITEMS TO BE ADDRESSED AT FUTURE MEETINGS OF THE AUDIT COMMITTEE

*The Committee is asked to note that the agendas for future meetings will include the following items:*

- *Internal Audit – Review of the monitoring schedule*
- *Internal Audit – Review of outstanding reports*
- *Risk – Review of the College Risk Register*
- *Annual Report on Risk – 2006/07*
- *Health & Safety – External Review - Monitoring Schedule*

12. ACTION POINTS ARISING FROM THIS MEETING OF THE COMMITTEE

*The Chair of the Committee will confirm the action points arising from this meeting.*

13. ACTION POINTS ARISING FROM EARLIER MEETINGS OF THE COMMITTEE

*The Committee will be advised of the issues relating to earlier meetings which have now been addressed or will be addressed in the future.*