



THE CORPORATION OF WALTHAM FOREST COLLEGE

AUDIT COMMITTEE

6 JULY 2017

A meeting of the Audit Committee will be held at Waltham Forest College on **Thursday 6 July 2017** commencing at **18:30** in room 214.

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

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29 June 2017

AGENDA

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

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

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. MINUTES OF THE MEETING OF THE AUDIT COMMITTEE HELD ON 29 NOVEMBER 2016

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

5. MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE AUDIT COMMITTEE HELD ON 29 NOVEMBER 2016

This item provides an opportunity to raise issues detailed in the minutes of the meeting held on 29 November 2016 which are not the subject of separate reports on this agenda.

6. INTERNAL AUDIT

The Committee is asked to receive and consider the following internal audit reports on:

- *Risk and Assurance Progress Report 2016/17*
- *Budgetary Control*
- *Subcontracting SFA External Controls and Assurance*
- *Learner Records*
- *Staff Performance Management*
- *Follow-Up on previous recommendations*

7. INTERNAL AUDIT: ASSURANCE STRATEGY AND ANNUAL PLAN 2017/18

The Committee is asked to receive and consider the Internal Audit Plan for 2017/18.

8. FINANCIAL STATEMENTS 2016/17 – AUDIT ARRANGEMENTS

The Committee is asked to receive and consider an update report on the arrangements for the audit of the Financial Statements for the College for 2016/17.

9. RISK REGISTER

The Committee is asked to receive and consider the updated Risk Register.

10. PROPOSED CALENDAR OF MEETINGS FOR 2017/18

The Committee is asked to agree the meeting dates for 2017/18:

- *Tuesday 21 November 2017*
- *Monday 20 March 2018*
- *Thursday 21 June 2018*

The meetings will commence at 18.00 unless otherwise agreed by Members.

11. POST-16 AUDIT CODE OF PRACTICE 2016 to 2017

The Committee is asked to receive and note the Audit Code of Practice issued in March 2017

12. 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 Audit Reports*
- *Risk Register*
- *Financial Statements – 2016/17*
- *Annual review of performance of College Auditors and re-appointment*

13. CONFIDENTIAL ITEM – FUTURE PROCUREMENT OF AUDIT SERVICES

14. ACTION POINTS ARISING FROM THIS MEETING OF THE COMMITTEE

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