



UNCONFIRMED MINUTES

THE CORPORATION OF WALTHAM FOREST COLLEGE

AUDIT COMMITTEE

MINUTES OF THE MEETING HELD ON 1 MAY 2018

MEMBERS OF THE COMMITTEE

Youness Abidou (Vice Chair)	present	Member
Renatta Nzomono	present	Member
Terry Wheeler	<i>apologies</i>	Member
Graham Woolnough (Chair)	present	Member

CLERK TO THE COMMITTEE

Val Bartlett Clerk to the Corporation

IN ATTENDANCE

Leisyen Keane	present	Scrutton Bland
Joy Kettyle	present	Principal & Chief Executive
Lynda Croft	present	Interim Deputy Principal Corporate Resources
Kalim Uddin	present	Head of I.T./Data Protection Officer

1346 WELCOME TO AND ATTENDANCE OF THE PRINCIPAL AND INTERIM DEPUTY PRINCIPAL CORPORATE RESOURCES AT THE MEETING OF THE AUDIT COMMITTEE

The Committee agreed that the Principal and the Interim Deputy Principal Corporate resources should be invited to attend the meeting. The Chair welcomed both to their first Audit Committee meeting.

1347 APOLOGIES FOR ABSENCE

Apologies had been received and accepted from:
Terry Wheeler – previous commitment

1348 DECLARATION OF INTERESTS

There were no issues included on the agenda for the meeting in which members had a personal interest relative to the College.

1349 MINUTES OF THE MEETING OF THE AUDIT COMMITTEE HELD ON 21 NOVEMBER 2017

The minutes of the Committee meeting held on 21 November 2017 were approved by the Audit Committee and signed by the Chair as a correct record.

1350 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE AUDIT COMMITTEE HELD ON 21 NOVEMBER 2017

There were no matters arising from the Minutes of the meeting held on 21 November 2017.

1351 INTERNAL AUDIT REPORTS 2017-18 - UPDATE

The Audit Committee received a verbal update on the progress to date of the internal audits for 2017-18.

- Payroll, purchasing and payments is now finalised
- Subcontracting – is in draft
- Student attendance/retention/participation – management input is being collated
- GDPR – is ready to be issued for management responses
- Follow up on previous recommendations – progress is being made in readiness for the internal audit on 8 May 2018

All of the above reports will be duly finalised and presented to the Audit Committee meeting on 21 June 2018 for consideration.

The Audit Committee noted the progress to date on the internal audit reports.

1352 GENERAL DATA PROTECTION REGISTER – GDPR

The Audit Committee received an update from the Data Protection Officer on the progress to date regarding GDPR, which, from 25 May 2018, will replace the Data Protection Act 1998.

At the Corporation meeting held on 20 March 2018, Governors had noted the information on the General Data Protection Regulation (GDPR), its impact on the College, penalties for non-compliance, the WFC Implementation Plan and the accountability to the Corporation via the Data Protection Officer. The Corporation had agreed to delegate to the Audit Committee responsibility for monitoring the progress of GDPR compliance.

The Head of I.T. provided the Committee with a presentation on GDPR including the role of the Corporation to:

- Ensure that their institutions comply with all relevant legal requirements
- Ensure that appropriate processes and procedures are in place to achieve such compliance

The GDPR Policy will be presented to the Corporation on 22 May 2018 for approval and will, therefore, meet the deadline date of 25 May 2018.

It was noted that data mapping, a gap analysis, reporting arrangements, risks and reporting of data breaches all form part of the GDPR actions currently being undertaken by the College. In addition, staff training, policy and procedures updates, 3rd party agreements, subject access data requests, privacy notices and personal data breach notifications are all being reviewed.

It was acknowledged that the above will impact on the College as an organisation including departments such as Student Services, MIS, H.R. BDU, Marketing and the College website. In addition, software encryption, restricting access to personal email accounts and data retention schedules are just a few examples of necessary changes to be made.

Governors discussed the above in further detail and sought assurances that staff are aware of the new GDPR requirements including the severity of non-compliance.

It was agreed that the Audit Committee receive updates on GDPR at each Committee meeting including a list of any gaps and action points.

The Committee was informed that there has been a recent Internal Audit on the preparedness of the College regarding GDPR. This report is still draft but one of the main findings relates to staff awareness and a concern that training which is currently scheduled for July 2018 i.e. after the implementation date of 25 May 2018 should be brought forward sooner.

The Audit Committee recommended to Management that staff undertake the GDPR training before 25 May 2018 and that the draft GDPR policy be utilised as part of this training.

The Committee then reviewed the GDPR draft policy and provided management with some additions and clarifications for consideration including the addition of a list of acronyms.

The Audit Committee acknowledged the onerous workload along with the importance of the role the Head of I.T. is carrying out and thanked him for this including the offer of support and assistance where appropriate.

The Audit Committee agreed to recommend the GDPR Policy to Corporation for approval and immediate application.

The Audit Committee noted the update on GDPR.

1353 RISK MANAGEMENT – COLLEGE RISK REGISTER

The Audit Committee received and reviewed the updated College Risk Register which had been presented to Corporation on 20 March 2018.

The change in format was noted alongside two significant risks which had reduced in February, namely the Ofsted outcome of 'Good' and the additional funding from the AEB of £975k.

Every single risk has been re-evaluated and changes to wording regarding actions were highlighted in red. Additional risks regarding significant new processes, software and procedures (ProSolution) have been added as well as the capital development.

The Audit Committee continues to receive and scrutinise the Risk Register.

The Audit Committee received and noted the updated College Risk Register.

1354 EDUCATION AND SKILLS FUNDING AGENCY – ESFA - POST-16 AUDIT CODE OF PRACTICE 2017 TO 2018

The Audit Committee received and noted the ESFA Post-16 Audit Code of Practice.

1355 ITEMS TO BE ADDRESSED AT FUTURE MEETINGS OF THE AUDIT COMMITTEE

The Committee noted that the agendas for future meetings would include the following items:

- Internal Audit - Monitoring Statement on issues previously identified in reports presented to the Committee
- Internal Audit - Review of Audit Reports
- Risk Register - review
- Review of the Performance of the Financial Statement's Auditors
- Procurement of audit services
- GDPR

1356 ACTION POINTS ARISING FROM THIS MEETING OF THE COMMITTEE

- The Audit Committee is to receive updates on GDPR at each Committee meeting including a list of any gaps and action points.
- The Audit Committee recommended to Management that staff undertake the GDPR training before 25 May 2018 and that the draft GDPR policy be utilised as part of this training.
- The Audit Committee agreed to recommend the GDPR Policy to Corporation for approval and immediate application.

These minutes have been approved by the Audit Committee and signed by the Chair as a correct record.

.....
Signed

.....
Date