



HARTPURY

AUDIT AND RISK MANAGEMENT COMMITTEES HARTPURY UNIVERSITY AND HARTPURY COLLEGE

Minutes 10am Tuesday 27 June 2023 Via Videoconferencing – Microsoft Teams and Gordon Canning Room

Members

Ms Lucie Hammond

Professor Ian Robinson

Dr John Selby

Mr Patrick Brooke

Ms Barbara Buck

Ms Mary Heslop

Mr Matthew Williams

University Audit Committee

Present (Chair)

Apologies

Present (Vice-Chair)

Co-opted Member - Present

Co-opted Member - Present

Co-opted Member - Present

Co-opted Member - Present

College Audit Committee

Co-opted Member -

Present

Apologies - Co-opted

Member

Co-opted Member -

Present

Present (Chair)

Present

Present

Co-opted Member -

Present

In Attendance

Ms Lynn Forrester-Walker

Ms Gillian Steels

Mr Iain Williams

Mr Steen Gourlay

Mr Richard Bott

Ms Carol Davey

Professor Andy Collop

Ms Lesley Worsfold (Deputy Principal
Resources)

Ms Jeni Thomas. Head of HE
Information Systems and
Development

Mr Graham Quint (Director of Digital
Services)

Present (Chief Operating Officer)

Present (Clerk to the Board)

Present (Items 01-7.5)

Present (TIAA)

Present (Mazars)

Present Item (Mazars)

Apologies (Vice-Chancellor)

Present Items 7.4 & 5

Present Item 7.5

Present Item 14

Present (Chief Operating
Officer)

Present (Clerk to the
Board)

Present (Items 01-7.5)

Present (TIAA)

Present (Mazars)

Present (Mazars)

Apologies (Principal)

Present Items 7.4-7.5

Present Item 7.5

Present Item 14

		ACTION & DATE
AR01/06/23	<p>Apologies & Confirmation of Quoracy</p> <p>There were no apologies. Mr Steen Gourlay was welcomed to the Committees.</p> <p>It was confirmed that the University Audit and Risk Management Committee and the College Audit and Risk Management Committee meetings were quorate.</p>	

AR02/06/23	<p>Declaration of Interest.</p> <p>The Clerk advised that members' interests would be taken as those disclosed in the Register of Members Interests.</p>	
AR03/06/23	<p>Minutes of the Meetings – 30th March 2023</p> <p>The minutes of the University Audit and Risk Management Committee and the College Audit and Risk Management Committee 30th March 2023 meetings, were APPROVED as true records.</p>	
AR04/06/23	<p>Matters Arising</p> <p>The updated Action Log was noted.</p>	
	<p>Structures Review – confirmed there would be an update at the July Board.</p> <p>Fire Safety – it was confirmed the Graze Drill had progressed satisfactorily and the evacuation had taken place within the required timeframe.</p>	
AR05/06/23	<p>Audit Recommendations Follow Up Update</p> <p>The Committee considered the update which detailed progress on the recommendations.</p> <p>It was noted most of the actions had been completed. In the Equine Therapy area it was noted that no cash was taken now and that ordering had moved to the main equine area where there were established controls in place. The Estates Management Recommendations were being progressed as previously advised, many had been completed when the report was presented in March. A revised contract was in place.</p> <p>The ICT Strategy was due in July.</p> <p>It was confirmed that TIAA would review the Recommendations Follow up.</p> <p>A member queried whether Hartpury had an anti-slavery policy. It was confirmed that this was signed off each year and part of the tendering process for suppliers to confirm they had appropriate controls in place.</p> <p>The College and University A&RM Committees NOTED the Audit Recommendations Update Report.</p>	
AR06/06/23	<p>Procurement Compliance</p> <p>The Head of Finance presented the Procurement Compliance Report and provided assurance where there had been any variation on the standard compliance requirements, for example where work was bespoke, time critical or there was a need to align to current services, or there was only a single supplier. There were two which related to extensions on previous contracts. It was confirmed that in both these instances (EV charging processes and Spectator Stand) previous tenders had taken place and that the extension for the EV meant that only one charging company was contracted which avoided duplication and that the spectator stand had been in line with previous supply.</p> <p>A governor queried why there was a reference to Vitruvius as a furniture supplier. The Head of Finance advised this invoice had been raised in error but included in the log for completeness. It had subsequently been cancelled.</p>	

	<p>The College and University A&RM Committees NOTED the Procurement Compliance Report.</p>	
AR07.1/06/23	<p>Internal Audit - Summary Internal Controls Assurance Report</p> <p>The summary controls assurance report provided the Audit and Risk Management Committees with an update on the emerging Governance, Risk and Internal Control related issues and the progress of Internal Audit work at Hartpury University HEC as at 16th June 2023. Mr Steen Gourlay advised that the plan for 2022/23 had progressed smoothly, with the plan on track. It was noted that TIAA was exploring data analytics and AI to support its processes. It was currently developing a project to compare policy documents to identify gaps – this project was at an early stage.</p> <p>Governors queried how auditors accessed Hartpury documents. They were advised this was undertaken through documents being provided to a secure area, not through access to systems which could present some cyber safety issues.</p> <p>The College and University A&RM Committees NOTED the Report.</p>	
AR07.2/06/23	<p>Internal Audit - Key Financial Controls – Income and Debtors and Procurement, Purchases and Creditors –Substantial Assurance 0 - Urgent Recommendation, 0 – Important Recommendations, 1 - Routine Recommendations, 0 – Operational Recommendation</p> <p>Key Strategic Findings were:</p> <ul style="list-style-type: none"> • Hartpury University and its subsidiaries have arrangements in place to monitor and control the management of income collection and debt recovery, procurement, purchases, and creditors. • The Credit Controller post was vacant at the time of the audit and following an unsuccessful recruitment period the post was due to be re-advertised. In the interim, the Finance Office Manager is maintaining the debt recovery chase sheet. • One routine recommendation has been raised relating to procurement cards and the cardholder declaration forms. <p>Good Practice identified was: Detailed monthly Management Accounts are presented to the Senior Management Team and the Corporation Board on regular basis.</p> <p>Governors asked why the Credit Controller had left and were advised he had obtained an external promotion. An appointment had now been made. The Head of Finance confirmed that he had completed detailed handover notes before leaving and that the Finance Team had been following up debt processes during the vacancy. The Head of Finance advised that agreements had been moved from direct debit which the student/parent could cancel to recurring card payment plans which were under Hartpury control which had improved the position. It was noted that debts were provided for at year end, and that Mazars would look at this. A governor queried the level of student debt. The Head of Finance advised the budget included c£120k of bad debt (noting that one international student would be £19k).</p> <p>A member queried the payment controls on the BACS system. It was confirmed these were reviewed to protect against fraud, for example new suppliers were reviewed. It was noted that only a small number of people in the</p>	

	<p>finance team had access. Files were uploaded immediately to avoid potential for changes to be made.</p> <p>Mr Steen Gourlay advised that all areas of financial controls were reviewed over a three-year rolling programme.</p> <p>The College and University A&RM Committees NOTED the Report and the planned actions.</p>	
AR07.3/06/23	<p>Internal Audit - ICT Security – Data Protection-GDPR - –Substantial Assurance 0 - Urgent Recommendation, 0 – Important Recommendations, 3 - Routine Recommendations, 0 – Operational Recommendation</p>	
	<p>Key Strategic Findings were:</p> <ul style="list-style-type: none"> • An Information Governance Group (IGG) is in place meeting monthly to oversee the GDPR related concerns. • The Information Security Policy and the CCTV Policy are currently in draft format. • The data protection induction training is mandatory for all staff. Refresher training is provided biennially. <p>Good Practice Identified:</p> <ul style="list-style-type: none"> • A privacy notice is in place and available on the website for public viewing. 	
	<p>The College and University A&RM Committees NOTED the Report and the planned actions.</p> <p>10.35 Jeni Thomas. Head of HE Information Systems and Development and the Deputy-Principal Resources joined the meeting</p>	
AR07.4/06/23	<p>Internal Audit - HESA - –Substantial Assurance 0 - Urgent Recommendation, 0 – Important Recommendations, 0 - Routine Recommendations, 0 – Operational Recommendation</p>	
	<p>Key Strategic Findings were:</p> <ul style="list-style-type: none"> • The annual internal audit provides an opinion as to the adequacy and effectiveness of the controls in place to manage the risks relating to the returns submitted by the Higher Education Provider (HEP) to the Higher Education Statistics Agency (HESA). • The University has robust processes and procedures in place for the administration and management of its HESA Staff Returns. • Data is collated and validated through a number of iterations before a final data set is cleansed for a final submission. • No recommendations have been made during this review. <p>Good Practice Identified:</p> <ul style="list-style-type: none"> • Data gap analysis and mapping is comprehensive, well-structured and comparable to the best practice seen at similar clients in the sector. • Prior to the sign off, the SMT and Chancellery are engaged with and presented with the submission. This is above the usual practice of simply obtaining sign off. <p>It was confirmed that data sent to HESA was anonymised.</p> <p>The Head of HE Information Systems and Development confirmed she was pleased with the assurance on the new standard processes</p>	

	<p>It was confirmed that a hybrid working policy in place. It was confirmed that risk assessments were in place to support Health & Safety and HR support processes.</p> <p>Governors were pleased with the positive assurance provided by the report, which reflected the progress made in data management following Hartpury's transition to its own HESA submissions.</p>	
	<p>The College and University A&RM Committees NOTED the Report and the planned actions.</p> <p>10.40 Jeni Thomas. Head of HE Information Systems and Development left the meeting</p>	
<p>AR07.5/06/23</p>	<p>Internal Audit - Students' Union- –Reasonable Assurance 0 - Urgent Recommendation, 2 – Important Recommendations, 5 - Routine Recommendations, 2 – Operational Recommendation</p>	
	<p>Key Strategic Findings were:</p> <ul style="list-style-type: none"> • The system of student representation operates effectively to ensure the Student Voice contributes to the Institution at all levels. • Several issues were identified relating to the governance and clarity of the Student Union structure. The Student Union is not an independent body. This is appropriate given the structure of Hartpury however, the Student Union Constitution should make this clear in order to mitigate the risk of student's misunderstanding during complaints or other events where Union representation is necessary. • Further Education and Higher Education students are automatically enrolled in the Students' Union, and Students' Union activities are open to all students equally. • A full review of the Students' Union Constitution is due in 2024 to consider how it meets the Education Act 1994 requirement for Students' Unions to provide an independent student voice. <p>Good Practice Identified:</p> <ul style="list-style-type: none"> • Student Forums take place three times per year for both Further Education and Higher Education students. <p>Governors recognised that Hartpury had relatively recently supported the student community in establishing a Student Union, and that given the small size it would not have been possible for an independent SU to have sustained its operation from a low-income base. It was agreed that the support functions provided by Hartpury had enabled an increasingly strong independent student representational voice to be heard.</p> <p>It was agreed that there was a clear distinction between the University and SU and that students understand its independence.</p> <p>It was noted that the SU budget and accounts were treated as a department of Hartpury and consolidated in the annual accounts. Governors commented on the importance of the SU spending its full funding. It was noted the budget was c£15k.</p> <p>It was noted that the SU Manager had left and a new manager had been appointed to start in July.</p>	

	It was noted that more work was planned to develop FE Representation outside the Student Voice processes to ensure independence.	
	The College and University A&RM Committees NOTED the Report and the planned actions.	
	The Deputy-Principal Resources and Head of Finance left the meeting	
AR08/06/23	Internal Audit – Draft Annual Report 2022/23	
	The TIAA Opinion was highlighted: “TIAA is satisfied that, for the areas reviewed during the year, Hartpury University and its subsidiaries has reasonable and effective risk management, control and governance processes in place. There was one area reviewed by internal audit, Estates Management – Management of Maintenance Contract, where it was assessed that the effectiveness of some of the internal control arrangements provided ‘limited assurance’. Recommendations were made to further strengthen the control environment in these areas and the management responses indicated that the recommendations had been accepted”	
	Mr Steen Gourlay confirmed that this was the highest level of assurance. He Advised that the 45-day plan had been completed as agreed. The Follow Up Audit was being finalised. It was confirmed it was a similar profile of reports to the prior year.	
	The College and University A&RM Committees NOTED the Internal Audit – Draft Annual Report 2022/23.	
AR09/06/23	Proposed Annual Internal Audit Plan & Strategy	
	Mr Steen Gourlay confirmed that the Internal Audit Plan for 2023/24 had been informed by a risk assessment carried out across TIAA’s education clients and by an updated audit risk assessment to ensure that planned coverage for the year was focussed on the key audit risks, and that the coverage will enable a robust annual Head of Internal Audit Opinion to be provided. The wider context had also been considered (Brexit, Ukraine, Cost of Living, Cyber Security, Wellbeing and Climate Change). The Chief Operating Officer confirmed that she and the Head of Finance had met with TIAA as part of the plan development process, and that the draft plan had been reviewed by SMT. Governors queried when the SU would be considered given the recommendations in the Internal Audit. Mr Steen Gourlay confirmed he would take this back for reflection – it would probably be considered in 2026/27. A governor queried whether the payroll review would include review of the calculation of deductions to ensure consistency. He was advised that gross and net pay would be considered, and that checks would be undertaken to ensure that the system which was undertaking the calculations was up to date. The Chief Operating Officer confirmed the payroll was reviewed each month.	TIAA
	The College and University A&RM Committees APPROVED the Proposed Annual Internal Audit Plan & Strategy.	

A&RM10/063/23	Internal Audit Guidance Notes and Hartpury Response	
	<p>The Committees had been provided with a report which had been developed in response to the regular briefings provided by TIAA on key sector issues which were shared with the committees and in response to a request by the committee to demonstrate the briefings have been considered. The report updated against ongoing actions from earlier briefings and provided the most recent briefings and planned actions. An update on Fraud was provided and it was confirmed this would be shared with the wider Board.</p> <p>CCTV cameras – it was confirmed that whilst Hartpury had a number of the specified cameras (3), that they were on a separate VELAN and when they needed to be replaced that they would be replaced by alternative cameras.</p>	Clerk July 23
	The College and University A&RM Committees NOTED the Report and the planned actions.	
AR11/06/23	Risk Management Update	
	<p>11.1 Review Risk Register</p> <p>The report provided ARMC with a summary of the changes to the Risk Register since the last meeting. It was noted it provided ARMC the opportunity to review both the outcome of the Risk Management Process and the robustness and breadth of coverage of Risk Management. It was confirmed the Risk Register had been reviewed and updated following the latest Risk Management Group meeting and continual reviews by each operational area of their local risk registers. The latest version (available on the Governors website) had been reviewed by the Executive at a recent meeting.</p> <p>New Risks had been added relating to AI and academic standards and the risk of the Vice-Chancellor or Principal becoming incapacitated. The risk relating to the Box Park had been deleted as it was complete. It was recognised that AI was a broader risk and confirmed that some elements were also incorporated within cyber risks. A member commented on the way AI was being used within his organisation to support marketing copy. It was confirmed JISC also provided information on the challenges from AI which were used in consideration of the related risks. It was recognised that it was a risk and an opportunity, but that ensuring academic integrity was core to the university's business, which was why the new risk focused in this area.</p> <p>Governors considered the risk relating to the appointment of senior executives, noting that the recent recruitment process for a Chief Operating Officer had been unsuccessful. It was agreed the Clerk would review this risk with the Deputy Principal Resources to assess the appropriate level. The Committees were updated that Recruitment Consultants were now being used to progress this post.</p> <p>Governors queried the risk and mitigations relating to the new power supply. It was confirmed work on this was ongoing and that there was a planned transition programme to take place over the summer. It had been a logistical challenge but it was considered the programme took account of Hartpury needs and would cause minimal disruption.</p>	Clerk & DP Resources July 23

	The College and University A&RM Committees NOTED the Report and endorsed the revisions to the Risk Register, subject to the changes highlighted.	
	11.2 Review Top Risks There were no new top risks. The College and University A&RM Committees NOTED the top risks.	
	11.3 Note Minutes from Risk Management Group (RMG) The College and University A&RM Committees NOTED the Risk Management Group Minutes.	
A&RM12/06/23	Analysis of Strategic Risk Registers in UK Universities	
	It was noted that the information related to a small number of universities but agreed it provided helpful background and information for reflecting on the Risk Register. It was noted it had also been considered by the Risk Management Group.	
	It was confirmed that Hartpury's loans were fixed until 2027/28. It was noted that the Clerk was attending a seminar on OfS Regulatory Requirement Reporting which would be used to help review Hartpury's processes.	
	It was noted that sustainability was an area for future consideration. The focus on cyber was recognised, which confirmed Hartpury's position.	
	The College and University A&RM Committees NOTED the Report.	
A&RM13/06/23	External Audit for End of this Financial Year	
	The key points from the planned programme were highlighted: <ul style="list-style-type: none"> • Engagement and responsibilities summary • Audit engagement team • Audit scope, approach and timeline • Significant risks, key audit matters and other key judgement areas • Fees for audit and other services • Independence • Materiality and misstatements 	
	Proposed forthcoming developments were highlighted, in particular - FRED 82 proposed transitional provisions – changes to lease liability calculations, whilst the changes were not due until 2026 because there would be prior year comparators it was important to recognise the impact of the changes.	
	Changes to the ESFA Accounts direction, following the reclassification of colleges within the public sector were outlined. The requirements relating to meeting the Managing Public Money and the revised Audit Code of Practice were discussed. It was recognised that Hartpury was unique in its governance arrangements within the university/college sector.	

	<p>The implications of the new auditing standard for Identifying and assessing the risks of material misstatement: ISA (UK) 315 (Revised 2019) were explained. These considered how organisation's data flowed, how IT packages talked to each other etc. This modernised audit, reflecting how systems had developed. The interim audit had taken place and this had included looking at systems and processes.</p>	
	<p>Other changes related to how government pensions were considered. This meant that the asset element was treated as a risk whilst the liability was treated as a management judgement which could be checked. Management were required to write to the pension companies to ask how the numbers were arrived at. The asset position was given by the LGPS scheme. The approach had changed due to the poor level of responses received the previous year. This revised approach had been used in the housing sector this year and worked well.</p>	
	<p>The US loans requirement were considered. It was recognised that these were onerous given the scale at Hartpury. The US Loans providers were to be contacted prior to the year end completion to confirm whether Hartpury was within scope (that had been their position last year, despite the low volume).</p>	
	<p>Mr Richard Bott, Mazars, updated on a recent Webinar from OfS relating to the role of Audit Committees in relation to partnerships. [The slides from the event were circulated to the Committees after the meeting, with the Partnership Reports from HE and FE Quest, which detailed the minimal level of partnerships in place and the controls in place to support quality and standards]. It was confirmed rigorous due diligence was in place prior to any partnership being established, and that issues considered included: delivery, safeguarding, finance and quality.</p>	
	<p>A governor questioned whether it was known yet whether the financial year end would change for colleges. Mr Richard Bott advised that he had recently attended an ESFA meeting where they had been considering moving it to 31st March, although this would be out of line with the business cycle. The Chief Operating Officer advised that college Finance Directors had been asked to complete a consultation on this issue, initially with a very tight deadline which had now been moved back to 14th July. The Association of Colleges had responded. The need for a double audit was a matter of concern in relation to time and cost. It was recognised this was still very much a live issue. It was noted that the OfS were also considering if universities should be classified as within the public sector.</p>	
	<p>The Committees discussed the rise in fees noting that this reflected additional work and market conditions. It was confirmed this was the position in all audit firms, and that the number of audit firms taking part in tenders had fallen across the sector. The Chief Operating Officer confirmed this was the picture from the Finance Directors network.</p>	
	<p>The College and University A&RM Committees NOTED and ENDORSED the planned Approach</p>	
	<p>11.50am Director of Digital Services joined the meeting</p>	
A&RM14/06/23	<p>Cyber Annual Report</p>	
	<p>The report provided an overview of the work performed towards mitigating the threat and risks posed in cyber security. It provided a high-level view of</p>	

the way in which Hartpury used a 3-point approach of policy, education and technical control to mitigate the threats posed.

The policy area used the complementary approach from Digital Services and the Information Governance Group to ensure that Hartpury's cyber security management and Hartpury's information governance provided appropriate risk management for our 3 areas of compliance – Data Protection, PCI/DSS and Cyber Essentials. To support this our policy work is reviewed either as part of the Hartpury policy review mechanism or performed within the relevant team as part of the compliance requirements of for example PCI/DSS.

Our education approach is used to ensure that our users, both staff and students, who are both our strongest and weakest line of defence are aware of the role they can play in keeping us secure. This is performed through different messaging delivery techniques, from 'gentle reminders' to stand up presentations.

Our technical controls are used to enforce the policy and education approaches. To do this we take a layered approach to security which is based upon the different technologies a user will use. Using this approach enables Hartpury to adapt its technology configurations in response to emerging threats whilst minimising disruption to our users.

As the nature and methods of cyber-attack are changing all the time, so the work performed by Hartpury in this area must continually evolve, a forward view of some of the key work to be undertaken was indicated in the report in Appendix A.

Governors recognised that this was an area of huge concern, recognising the scale of the threat in all sectors and the cost in keeping Hartpury safe. It was noted that insurance cover had increased in this area, recognising the increasing level of risk. The Director of Digital Services advised that further changes to Hartpury's approach to Multi-factor authentication were planned to respond to evolving threats. It was confirmed that Hartpury invested in this area – the importance of ensuring that delivery and data were protected was emphasised. It was recognised that threats in this area were ongoing. It was confirmed that meeting the ongoing requirements for cyber essentials maintained focus in this area. This included looking at whether systems were still being supported by their developers and considering mitigations if not. It was noted that the Finance Management System would need to move.

Governors queried how penetration testing worked and were advised that external experts were used. It was agreed that education of staff was key. It was confirmed staff were trained as part of induction and then every two years. If staff did not complete the training their accounts could be disabled and could lead to disciplinary action.

The College and University A&RM Committees NOTED the Cyber Annual Report.

12.10pm Director of Digital Services left the meeting

A&RM15/06/23	<p>Regularity Audit Self-Assessment</p>	
	<p>The Regularity Audit Self-Assessment was reviewed. It was noted it had been updated by the ESFA to reflect colleges' reclassification within the public sector and the requirements to demonstrate how Managing Public Money Requirements were being met. It was noted that because of Hartpury's unique structure many of the elements were not applicable, for example loans were held by the university not the college. It was confirmed that the last ESFA review of Student Numbers had been in 2018 (when the University had been established and Hartpury College set up as a company) as the audits were conducted on a risk-based approach and as Hartpury College had predominantly full time 16-18 full time students its profile was not considered high risk.</p>	
	<p>A number of minor typos and clarifications were confirmed to be amended.</p>	
	<p>It was confirmed the Equine issue related to the previous year and did not of the level/type of issue to be reported.</p>	
	<p>The College Audit and Risk Management Committee APPROVED the Regularity Audit Self-Assessment to be taken to the Board and signed off by the Accounting Officer and the Chair.</p>	
A&RM16/06/23	<p>Audit Code of Practice</p>	
	<p>The report updated on the changes to the Audit Code of Practice following the reclassification of Further Education colleges, sixth-form colleges and designated institutions in England ('colleges') to the central government sector. It was noted this meant that colleges and their subsidiary companies must now meet the requirements in HM Treasury's document, 'Managing Public Money' ("MPM"), and other related obligations, as set out in the "Dear Accounting Officer" letter of 29 November 2022 and subsequent ESFA reclassification bite size guides. It was confirmed that colleges and college groups must ensure that their internal controls cover this expanded regularity framework, and that they have updated their existing policies, procedures and scheme of delegation in light of the new requirements.</p> <p>It was noted that other reports being considered by the Committees reflect these changes (Regularity Report, External Audit Report).</p> <p>It was noted that guidance on the impact of the reclassification was considered by the Boards in February and continues to be monitored by SMT. Additional requirements for DfE Approval for some delegated responsibilities were recognised. These requirements have been highlighted within the SFR Terms of Reference. The publication of the new Finance Handbook, and confirmation of any change to the required year end for colleges is awaited.</p> <p>The College A&RM Committee considered whether the Committee minutes should be separate from the university minutes. It was agreed that the current process was working well, and that it was clear which Board/Committee was making the appropriate decision and that the process ensured both Boards were kept fully apprised of developments and processes. The Internal and External auditors confirmed they did not have any issues with the current practice. It was confirmed that during the ESFA Designation Review that they had been provided with minutes and had not raised any issues.</p>	

	The changes and Hartpury's response to the issues was noted.	
	The College Audit and Risk Management Committee NOTED the updated Audit Code of Practice.	
A&RM17/06/23	Committee Self-Assessment, Terms of Reference and Agenda Cycle	
	<p>The Committee reviewed the self-assessment of its performance, considered whether it had met its terms of reference and considered any changes required to the Terms of reference or the agenda cycle.</p> <p>Terms of reference. The College Audit and Risk Management Committee AGREED to add the words: “NB following the reclassification of colleges as within the public sector in November 2022 it is highlighted that there are additional college requirements relating to:</p> <ul style="list-style-type: none"> Write off and losses Special payments, including severance, compensation and ex-gratia payments Indemnities and guarantees and letters of comfort Asset disposals Senior pay <p>which need to be understood within any approval processes/reporting by the Committee or when reviewing the work of other committees.”</p> <p>to reflect the reclassification of colleges as within the public sector.</p> <p>The Committees AGREED the self-assessment which reflected feedback from the appraisal process, feedback from prior years on the agreed process and information from the minutes and papers.</p> <p>The Agenda Cycle was NOTED.</p>	
A&RM18/06/23	Any Other Business None	
A&RM19/06/23	Dates of future meetings all at 10am unless advised. Noted	

The meeting closed at 12.15