

**CORPORATION OF HULL COLLEGE
AUDIT COMMITTEE**

**Public Minutes of the meeting
held 3rd October 2023 via Teams**

MEMBERS PRESENT:		Ally Brooks David Flatters Joanne Masterson Nick Snaith	Governor and Chair of Audit Committee Governor Governor Governor
IN ATTENDANCE:		Debra Gray Richard Lewis Andrew McCulloch Catherine Sykes Gino Tommasi	Principal & CEO RSM (External Auditor “EA”) TIAA (Internal Auditor “IAS”) Director of Governance Vice-Principal Finance & Corporate Services “VPF&CS”
Min. No.			
Ahead of the meeting, the Chair welcomed Nick Snaith to the meeting as a newly appointed Governor. It was also noted that Gary Gallen and Barbara Howell would also be supporting the Audit Committee.			
OPENING ITEMS			
A24. 16	Apologies For Absence Apologies for absence were received from Barbara Howell (Governor) and Gary Gallen (Governor).		
A24. 17	Declarations Of Interest None		
A24. 18	Minutes of the Audit Committee Meeting held on 3rd August 2023 Resolved – That the minutes of the meeting held on 3 rd August 2023 be approved as a correct record.		
A24. 19	Matters Arising Governors received a verbal update on the actions identified at the previous meetings of the committee, of which all were reported as completed or on the agenda for the meeting. In relation to the committee’s request, the VPF&CS updated the committee in terms of the impact to going concern from an audit liability perspective. It was noted that a liability of over £4m could negatively impact the liquidity for the college. However, the audit liability is currently at much less than this and will up be updated within the meeting (minute 25 refers). There were no questions or challenges with the matters arising.		
GDPR & CYBER SECURITY			
A24. 20	Annual GDPR Report The VPF&CS presented the report which was taken as read for information to the committee. It was highlighted that there had been 14 breeches reported to the Data Protection Officer in 2022-23, of which one was reported to ICO, however no further actions or fines were implemented by the ICO due to the response given by the College and controls put into place. The VPF&CS confirmed the actions taken and additional controls implemented, including cross college training on GDPR. It was also confirmed that the individuals concerned as part of the data breach were informed in full. The committee noted the internal review of GDPR policies and procedures, with the addition of a working		

	<p>group, established to monitor compliance internally. It was highlighted that GDPR remains a risk on the strategic risk register in accordance updated with current risks, and that the Internal Audit Programme for 2023-24 includes this area for review.</p> <p>In response to a question from FSA, it was confirmed that no fines or consequences were received in response to the GDPR breach as reported to the ICO due to the evidence of response, investigation and controls.</p> <p>Members noted the number of reported breaches to the DPO in year and sought clarification on the reporting framework and culture within the College. The VPF&CS noted the evolving nature of compliance within the college, adding that the stability within the executive team and management team structure cascades to all, promoting an open and transparent culture; however further staff training and best practise sharing would continue.</p>
A24.21	<p>Annual Freedom of Information (FOI) Report</p> <p>The VPF&CS presented the report which was taken as read for information to the committee, noting the background and relevance of the FOI Act 2022 on the College.</p> <p>It was confirmed that a total of 14 FOI requests had been responded too, one if which was extended due to the complexity of the request. The VPF&CS confirmed that the data within the requests were often related to HR & Agency data, Financial & Procurement data and ICT System information.</p> <p>Members considered the workload created in responding to FOI requests, and discussed how an open and transparent culture and publication of public information may support the number of requests. The VPF&CS noted that quite often requests are specific and niche areas, usually considered as requests for information to enable benchmarking research purposes, but recognised the level of administration burden the requests result in.</p> <p>In response to a member's question, it was confirmed that when sharing information, the College's process includes confirmation at the appropriate level e.g. management. It was confirmed that information is shared within the body of the response, rather than providing attachments, particularly where data is sourced from database style documents.</p> <p>Members were notified of the controls in place through central reporting and final sign off before responses are circulated. It was confirmed that GDPR training includes FOI training, including what is reasonable to share and what can be withheld.</p>
A24.22	<p>Cyber Security Report</p> <p>The VPF&CS presented the report which was taken as read for information to the committee. Members noted the current rate of vulnerability scanning and external 'ethical' hacking undertaken to test the Colleges systems. It was noted that in 2022-23, the College had completed three vulnerability tests and 1 external test with another planned for later this year. It was confirmed that in response to the internal and external testing, recommendations had been received, 95% of which have been fully implemented.</p> <p>Members were reminded of the implementation of the security operating system (SOC) that was implemented in May 23 and provides reports to EMT monthly.</p> <p>In relation to the business continuity plans, it was confirmed that draft plans had been created and were in place for the curriculum and finance teams, however that the remaining support team plans would be in place by October. It was confirmed that the Internal Audit plan has identified and will complete testing on the disaster recovery plan to ensure that the controls are robust and identify any areas of best practise.</p>

	<p>In response to a member's question, it was noted that staff training is ongoing on themes of Cyber Security, e.g. phishing attacks, remote access, via specialist software for all staff and learners which is mandatory and is graded throughout the academic year. Furthermore, the College's CPD days include mandatory for teaching and support staff including themes on GDPR, Cyber security and H&S training, ensuring that staff remain current and aware of ongoing issues.</p> <p>Members noted the internal testing of staff and learners (e.g. phishing e-mails) and the use of senior staff names to test phishing attempts and use as training. It was noted that monthly reports are provided to EMT and non-compliance with training is actioned.</p> <p>Members considered new threats e.g. Bank security, and the controls related to changes of bank accounts of payees and employees, and the controls the College has in place to audit changes. It was noted how a new emerging risk relating to changes in contact details ahead of changes to bank details are also a sign of possible fraud attempts. The VPF&CS noted the College's relationship with the bank and they were aware of, and had controls for these kind of risks.</p> <p>Members noted the detail as included in the report. In response to a member's question, it was confirmed that the reported SOC threat level throughout the year, e.g. weaknesses and increases in detections would be included in the next report.</p> <p style="text-align: right;">Action – VPF&CS</p> <p>Members considered and agreed that future reporting of the three key areas (GDPR / Cyber Security and FOI) would be presented as a single item on an annual basis.</p> <p style="text-align: right;">Action – VPF&CS / Dir of Gov.</p>
A24.23	<p>GDPR Policy</p> <p>The VPF&CS noted the GDRP policy for recommendation to Corporation for Approval.</p> <p>Members raised no issues with the policy, however recognised the scale of the administration burden and levels of controls allocated. In response to a member's question, it was confirmed that the policies and procedures relating to data and retention had been reviewed, however the project of work to review the current data being retained and local practises across different departments was the next project.</p> <p>In relation to the retention of data and privacy notices, it was confirmed that further policy updates are required and will be presented at a future meeting of the committee ahead of consideration by the Corporation.</p> <p>Resolved: The GDPR Policy was recommended to Corporation for Approval.</p>
INTERNAL AUDIT	
A24.24	<p>Internal Audit Strategy 2023-26 and Plan 23-24</p> <p>This matter is subject to a separate and confidential minute.</p> <p>Resolved: The Internal Audit Strategy 2023-26 and Plan 23-24 was recommended to Corporation for Approval.</p>
FINANCIAL STATEMENTS AUDITOR	
A24.25	<p>ESFA Funding Audit</p> <p>This matter is subject to a separate and confidential minute.</p>
A24.26	<p>Progress on the Financial Statements year ended July 2023</p> <p>The FSA noted the progress on the Financial Statements year ended July 2022 and 2023.</p>

	<p>In relation of the ESFA Funding Audit, it was noted that upon the conclusion of the audit, evidence from the final report to enable them to close down the FY22 financial statements.</p> <p>In relation to the financial statement for July 2023, it was noted that this work continues as planned and there are no issues to bring to the attention of the committee.</p> <p>For clarification, it was noted that the Financial Statement for both 2022 and 2023 would be expected to be completed and signed off at the December Corporation meeting.</p>
RISK MANAGEMENT	
A24.27	<p>Risk Register and Risk Management Action Plan</p> <p>The VPF&CS presented the report. Highlighting the three main key areas:</p> <ol style="list-style-type: none"> 1) One risk has increased in relation to audit and apps. 2) One risk has been closed – accepted and has been paid to staff 3) Three have decreased in relation to property and AEB delivery. <p>As a next step, it was confirmed how the VPF&CS and Dir of Gov will be working to develop the reporting to include a risk management assurance framework.</p> <p>Members noted the succinct update and thanked those who provided papers for the improved quality.</p>
CLOSING ITEMS	
A24.28	<p>Any Other Business</p> <p>None</p>
A24.29	<p>Date And Time of Next Meeting</p> <p>30th November 2023</p>

Approved by the Audit Committee at the meeting held on 5th December 2023.