

**Minutes of the Audit and Risk Committee  
Held by Hybrid Attendance at Ayr Campus  
Thursday 17 March 2026**

**Present:**

Jane Grant	Chair
Michael Ross	Vice – Chair (from Item 3 onwards)
Brian Green	Non-Executive Board Member
Gillian Longmuir	Non-Executive Board Member
Chris Boyce	Elected EIS-FELA Staff Member

**In attendance:**

Sara Rae	Vice Principal, Skills and Enterprise
David Davidson	Vice Principal, People, Performance and Transformation
Hilary Denholm	Board Governance Advisor & Minutes
Brad Johnstone	Director of Digital Infrastructure
Alan Ritchie	Vice Principal, Finance & Infrastructure
Liz Walker	Chief Financial Controller
Siobhan Archibald	Internal Audit Manager, Wbg Internal Auditor (to Item 12)

**1. Welcome and Declarations of Interest**

The Chair welcomed all present to the meeting.

There were no Declarations of Interest presented.

The meeting was confirmed as quorate.

**2. Apologies**

Apologies were received following the meeting from Marko Prororic, Elected Professional Services Staff Member.

Andy Reid from Azets External Auditors was not required to attend this meeting due to the content of agenda.

**3. Minutes of the Previous Meeting held on 02 December 2025 (Paper 1) C/P**

The minutes were approved as a correct record.

**Proposed:** Brian Green                      **Seconded:** Gillian Longmuir

**ARC Action & Decision Tracker (Paper 1A) (P)**

*Michael Ross joined the meeting at this point.*

The Committee noted all previous decisions and the actions completed or added to the agenda for updating members.

#### 4. Matters Arising

There were no other outstanding matters arising from the minutes.

#### 5. Internal Audit Reports

##### a. Financial Regulations and Compliance *Paper 2 (P)*

S Archibald presented the results of the review on the College's Financial Regulations and Compliance arrangements

##### **The Committee noted:**

- This was a high-level review of the Financial Regulations in place at the College, to provide assurance that key financial controls were suitably designed and operating in line with documented procedures.
- The review included an assessment of the processes relating to purchasing, income, cash, banking, and fixed assets.
- The audit provided a **strong level of assurance**, with no recommendations.
- The review made one observation. The review noted that the College is preparing a revised draft of the Financial Regulations, which will also include provisions related to the new accounting software, BluQube. These Regulations were scheduled for review in January 2026; however, due to the Board meeting timetable, the review outcome will be submitted to the Board for approval in March 2026. Through discussions with the Chief Financial Controller, it was explained that the target date for implementing this document is April 2026.
- The report identified several areas of good practice.

##### **The Committee noted the report as presented.**

##### b. Non-SFC Income *Paper 3 (P)*

S Archibald presented the results of the review on the College's arrangements in place surrounding Non-SFC Income. The purpose of this assignment was to review the methods and structure in place for the management of non-SFC income and consider whether the College is achieving the best value in this area. The review considered both commercial income and Construction Industry Training Board (CITB) income.

##### **The Committee noted:**

- The audit provided a **strong level of assurance** with no recommendations.
- The review made two observations:
  1. Although the BEI overall target is on track to be met for 2025/26, there are some specific targets that are not on target to be met, these being sponsorship targets and employability frameworks. From discussions with key staff, this is due to the need for the resourcing structure to be reviewed as the commercial income targets and activity increase. The auditors found there are some specific targets that the team does not have the resources to focus on at this time, alongside other aspects of commercial income. The

College Leadership Team recognises resource constraints and supports the team's current focus on areas of greatest opportunity. Plans to address specific areas, such as a Sponsorship Strategy, are currently under development with the aim of being operational for the 2026/27 academic year.

2. The audit identified variability in the effectiveness of communication and engagement between the BEI Team and Curriculum areas across the College. In some Curriculum areas, strong working relationships are in place, with regular communication, and engagement in commercial opportunities. However, in other Curriculum areas, links with the BEI Team are less well-developed, with limited or communication and reduced awareness of commercial income opportunities and processes. The Senior Leadership Team of the College recognise this and are in the process of rolling out a structured approach to cross-college engagement.
- The report identified several areas of good practice

**The Committee noted the report as presented.**

## **6. Draft 2026-27 Internal Audit Plan Paper 4 (P)**

A Ritchie presented the Draft 2026-27 Internal Audit Plan for consideration by the Committee, outlining how the proposed programme of audit activity aligns with the College's strategic risks and provides targeted assurance across key financial, operational, curriculum and governance areas. The Audit and Risk Committee was invited to note and endorse the Draft 2026–27 Internal Audit Plan.

### **The Committee Noted:**

The draft plan included the following assignments:

- Overall Financial Controls (5 days)
- Complaints Handling (5 days)
- Learning & Teaching Strategy (5 days)
- Employer Engagement Strategy (5 days)
- Curriculum Planning (5 days)
- Timetabling & Resource Management (5 days)
- Continuing Professional Development (CPD) (5 days)
- Student Support Funding (4 days)
- Student Credit Activity (7 days)

These audits span several strategic themes: Financial Sustainability, People & Culture, Curriculum Offer, and Governance, ensuring coverage of the highest-risk areas identified in the strategic risk register.

Discussion took place around more flexibility in the plan and a risk-based approach, including agreement that reducing time allocated currently to some lower risk

assignments and redirecting this time for review of controls for the higher risk areas would be beneficial.

**Decision: ARC52-D01:** The Committee endorsed the Draft 2026–27 Internal Audit Plan.

**Action ARC52 – A01:** An updated detailed plan to be brought to the next ARC meeting.

## **6. Internal Audit Progress Report Paper 5 (P)**

S Archibald presented an update to members, highlighting the visits scheduled for April and again in August & September 2026. Progress is all on track to allow for completion on time as planned, and there are no issues or concerns.

**The Committee noted the report as presented.**

## **9. Assurance Mapping Update Verbal**

A Ritchie updated members on the progress of the Assurance Mapping exercise, explaining that the information could be incorporated into the Risk Wizard software alongside the risk register information, so it does not have to sit as a separate document.

Members were asked if this approach was supported, which members agreed to. Discussion took place around the breadth of the assurance map information as it included independent sources in addition. It was agreed that these were controls and could be included and categorised. Timescales were then discussed, with members updated that the risk register information is already entered onto the Risk Wizard, and it was agreed that a draft version would be brought back to the next ARC meeting.

**Action ARC52 – A02:** An updated draft Risk Wizard to be brought to the next ARC meeting.

## **13. AOB**

There was no other business.

## **Date of Next Meeting – Tuesday 02 June 2026 4pm @ Kilwinning Campus**

*P - Papers will be published on the College Website; R - Papers will not be published for reasons of commercial confidentiality or for reasons associated with data protection legislation; C/P - Confirmed minutes will be published on the College Website*

**RESERVED ITEMS ON THE NEXT PAGE**