

City College, Birmingham Corporation

**Audit Committee Meeting
Tuesday 30th June 2009, 5.30 pm
at
North West Skills Academy
in room 3&4**

AGENDA

	Paper & Page No:	Indicative timing
1. Declaration of Interests		(2 mins)
2. Apologies		(2 mins)
3. Minutes of the Closed Session Meeting with Auditors held on 2 nd April 2009	Paper 1 Pages 3-8 (Approval)	(2 mins)
4. Matters arising from the minutes		(5 mins)
5. Minutes of the Audit Committee Meeting held on 28 th April 2009 (Chair)	Paper 2 Pages 9-17 (Approval)	(2 mins)
6. Matters arising from the notes		
7. Audit Committee Action List as at 30 th June 2009 (Chair)	Paper 3 Pages 18-21 (Monitoring)	(5 mins)
8. LSC Audit Reports		
8.1 Train 2 Gain – LSC Audit (Everton Burke / Anthony Gribben)	Paper 4 Pages 22-39 (Information / Monitoring)	(5 mins)
8.2 Worked Based Learning – LSC Audit (Everton Burke / Anthony Gribben)	Paper 5 Pages 40-52 (Information / Monitoring)	(5 mins)
9. Internal Audit Progress Report 2008/2009 (Louise Tweedie)	Paper 6 Pages 53-69 (Information / Monitoring)	(5 mins)
10. Internal Audit Assignment Reports (Louise Tweedie)		
10.1 Capital Projects – (08.08/09)	Paper 7 Pages 70-85 (Information / Monitoring)	(10 mins)
10.2 Follow Up – (09.08/09)	Paper 8 Pages 86-115 (Information / Monitoring)	(10 mins)

10.3	Staff Utilisation – (10.08/09)	Paper 9 Pages 116-130 <i>(Information / Monitoring)</i>	(10 mins)
11.	Periodic Review of Internal Audit Reports (Debbie Cole)	Paper 10 Pages 131-135 <i>(Information / Monitoring)</i>	(3 mins)
12.	Risk Management Report - Update (Debbie Cole)	Verbal <i>(Information / Monitoring)</i>	(5 mins)
13.	College Registers & External Audit Issues - Update (Anthony Gribben)	Paper 11 Pages 136-139 <i>(Information / Monitoring)</i>	(5 mins)
14.	Guidance on the Interim Audit Code of Practice – Assessing the Performance of Auditors (Chair)	Paper 12 Pages 140-147 <i>(Information / Discussion)</i>	(5 mins)
15.	Review of Audit Committee Terms of Reference / Committee Self-Assessment (Debbie Cole)	Paper 13 Pages 148-152 <i>(Review / Approval)</i>	(5 mins)
16.	Any other business (Chair)		(2 mins)
17.	Date and time of next meeting (Chair) Tuesday 15 th September 2009, 5.30 pm, Fordrough Campus, conference room	<i>(Approval)</i>	(2 mins)
18.	Meeting Evaluation Form	<i>To be completed prior to leaving the meeting</i>	