

**City College, Birmingham Corporation**  
**Audit Committee Meeting**  
**Tuesday 29<sup>th</sup> June 2010, 5.30 pm – 7.15 pm**  
**at**  
**Fordrough Campus**  
**in the Conference room**

**AGENDA**

	<b>Paper &amp; Page No:</b>	<b>Indicative timing</b>
1. Declaration of Interests		(1 min)
2. Apologies		(1 min)
3. Minutes of the Audit Committee meeting held on 27 <sup>th</sup> April 2010 <b>(Chair)</b>	Paper 1 Pages 4-14 <b>(Approval)</b>	(2 mins)
4. Matters arising from the minutes		(2 mins)
5. Audit Committee Action List as at 29 <sup>th</sup> June 2010 <b>(Chair)</b>	Paper 2 Pages 15-17 <b>(Monitoring)</b>	(5 mins)
6. Internal Audit Progress Report <b>(Ian Ratcliffe – PWC)</b>	Paper 3 Pages 18-24 <b>(Monitoring)</b>	(5 mins)
7. Internal Audit Reports		
7.1 Self Assessment Process <b>(Ian Ratcliffe – PWC)</b>	Paper 4 Pages 25-42 <b>(Information / Monitoring)</b>	(5 mins)
7.2 Workforce Planning <b>(Ian Ratcliffe – PWC)</b>	Paper 5 Pages 43-63 <b>(Information / Monitoring)</b>	(5 mins)
7.3 Learner Number Systems: MIS Controls <b>(Ian Ratcliffe – PWC)</b>	Paper 6 Pages 64-91 <b>(Information / Monitoring)</b>	(5 mins)
7.4 Key Financial Controls <b>(Ian Ratcliffe – PWC)</b>	Paper 7 Pages 92-108 <b>(Information / Monitoring)</b>	(5 mins)
7.5 Follow Up <b>(Ian Ratcliffe – PWC)</b>	Paper 8 Page 109 <b>(Information / Monitoring)</b>	(5 mins)

7.6	Employer Engagement <b>(Ian Ratcliffe – PWC)</b>	Paper 9 Pages 110-110.25 <b>(Information / Monitoring)</b>	(5 mins)
8.	Periodic Review of Audit Reports <b>(Clerk)</b>	Paper 10 Pages 111-120 <b>(Information / Monitoring)</b>	(2 mins)
9.	Risk Management Report & Register <b>(Jillian Taylor)</b>	Paper 11 Page 121 <b>(Information / Monitoring)</b>	(5 mins)
10.	Registers & External Audit Issues (Term 2) <b>(Anthony Gribben)</b>	Paper 12 Pages 122-122.4 <b>(Information / Monitoring)</b>	(5 mins)
11.	Monitoring of Targets Report <b>(Anthony Gribben)</b>	Paper 13 Pages 123-123.2 <b>(Information)</b>	(5 mins)
12.	Annual Review of Internal & Financial Statements Audit Service <b>(Clerk)</b>	Paper 14 Pages 124-125 <b>(Review / Committee Approval)</b>	(5 mins)
13.	Letter of Engagement for the Audit of Financial Statements and Reporting on Regularity <b>(Jillian Taylor)</b>	Paper 15 Pages 126-138 <b>(Recommendation)</b>	(3 mins)
14.	Audit Planning Memorandum for year ended 31 <sup>st</sup> July 2010 <b>(RSM Tenon)</b>	Paper 16 Pages 139-161 <b>(Recommendation)</b>	(5 mins)
15.	Draft Strategic and Annual Internal Audit Plan 2010/2010 <b>(Ian Ratcliffe – PWC)</b>	Paper 17 Pages 162-180 <b>(Recommendation)</b>	(5 mins)
16.	Corporate Risk Management Group Terms of Reference – Review <b>(Jillian Taylor)</b>	Paper 18 Page 181 <b>(Review / Committee Approval)</b>	(2 mins)
17.	Review of Audit Committee Terms of Reference/Self Assessment of Performance & Set Targets for 2010/2011 <b>(Clerk)</b>	Paper 19 Pages 182-186 <b>(Review / Committee Approval)</b>	(5 mins)
18.	Audit Committee Terms of Reference 2009/2010 – Review <b>(Clerk)</b>	Paper 20 Pages 187-191 <b>(Review / Committee Approval)</b>	(2 mins)

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| 19. | Evaluation of Audit Committee Meetings 2009/2010<br>– Annual Review <b>(Clerk)</b>                             | Paper 21<br>Pages 192-193<br><b>(Monitoring)</b>        | (2 mins) |
| 20. | Performance Indicator Questionnaires Feedback<br>from Internal Audits – January – March 2010<br><b>(Clerk)</b> | Paper 22<br>Pages 194-198<br><b>(Information)</b>       | (3 mins) |
| 21. | Any other business <b>(Chair)</b>  |   | (5 mins) |
| 22. | Date and time of next meeting<br>Tuesday 21 <sup>st</sup> September 2010, 5.30pm                               | <b>(Approval)</b>                                       | (2 mins) |
| 23. | <b>Meeting Evaluation Form (Clerk)</b>   | <b>To be completed prior to<br/>leaving the meeting</b> |          |