

Updated Agenda

City College, Birmingham Corporation

Audit Committee Meeting
Tuesday 9th September 2008, 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 meeting held on 24 th June 2008 (Chair)	Paper 1 Pages 3-15 (Approval)	(2 mins)
4. Matters arising from the minutes		(5 mins)
5. Audit Committee Action List as at 9 th September 2008 (Chair)	Paper 2 Pages 16-21 (Information)	(5 mins)
6. RSM Bentley Jennison - Annual Report 2006/2007 – Investigative Report (Patrick Green)	Paper 3 Pages 22-29 (Information)	(5 mins)
7. Internal Audit Progress Report 2007/2008 & 2008/2009 (Louise Tweedie)	Paper 4 Pages 30-53 (Information / Monitoring)	(5 mins)
8. Internal Audit Reports (Louise Tweedie)		
8.1 Compliance Team Arrangements (10.07/08)	Paper 5 Pages 54-60 (Information / Monitoring)	(10 mins)
8.2 Human Resources: Absence Management and Equality and Diversity (11.07/08)	Paper 6 Pages 61-81 (Information / Monitoring)	(10 mins)
8.3 Capital Projects (12.07/08)	Paper 7 Pages 82-103 (Information / Monitoring)	(10 mins)
9. Periodic Review of Internal Audit Reports (Debbie Cole)	Paper 8 Pages 104-105 (Information / Monitoring)	(5 mins)

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| 10. | Compliance Team Report (Term 3 Final)
(Debbie Cole) | Paper 9
Pages 106-107
(Information / Monitoring) | (5 mins) |
| 11. | Risk Management Report & Register
(Debbie Cole) | Paper 10
Pages 108-113
(Information / Monitoring) | (5 mins) |
| 12. | College Registers & External Audit Issues
(Anthony Gribben) | Paper 11
Pages 114-115
(Information / Monitoring) | (10 mins) |
| 13. | PFA Action Plan - Monitoring
(Debbie Cole/Peter Ryley) | Paper 12
Pages 116-117
(Monitoring) | (5 mins) |
| 14. | Review Audit Committee Performance Indicators
2007/2008 & Set Targets for 2008/2009
(Debbie Cole) | Paper 13
Pages 118-121
(Review /
Committee Approval) | (5 mins) |
| 15. | Internal Audit Fees 2008/2009 (Patrick Green) | Verbal
(For discussion) | (10 mins) |
| 16. | Any other business | | |
| 16.1 | Review of Audit Committee Terms of
Reference (Debbie Cole) | Paper 14
Pages 122-126
(Review /
Recommendation) | (5 mins) |
| 17. | Date and time of next meeting
Tuesday 25 th November 2008, 5.30pm at NWSA,
room 3&4 | (Approval) | (2 mins) |
| 18. | Meeting Evaluation Form | To be completed prior to
leaving the meeting | |