

MINUTES

Audit and Risk Committee Meeting

Date: 02 October 2019

Venue: Sanctuary Buildings

Present: David Clarke (Chair)
James Norton (Member)
Dr Susan Tranter (Member)
Brian Tytherleigh (Member)

In attendance: Anne Longfield, Children's Commissioner
Haroon Chowdry, Director of Evidence
Janette Threapleton, Head of Business Services
Jenny Wilcocks, Financial Controller
Ashley Norman, Director of Audit, TIAA
Chris Porter, Audit Principal, NAO
Simon Fryer, DfE HR Director

Apologies: Owen Vallis (Member)
Simon Helps, Director, Financial Audit – Education, NAO
Nasim Clarke, DfE Sponsor Team

Board Secretariat: Karen Bryant

Summary of discussion	
1.	Welcome and Introductions
	The Chair welcomed members and attendees.
2.	Declaration of Interests
	None
3.	Draft Minutes of 26 June, Summary of Actions and Matters Arising
	The Minutes of the meeting on 26 June were approved. Actions: None

4.	Children's Commissioner's Report
	<p>The Commissioner introduced her report and highlighted the key achievements during the previous period.</p> <p>The Commissioner's priorities are being delivered within the workplan with no major change in plans to report. A number of statutory letters have been sent to follow up reports which requires formal responses.</p> <p>Actions: None</p>
5.	NAO Management Letter on the 2018-19
	<p>Chris Porter introduced the NAO's Management Letter and reported on the two control issues identified, all other issues noted were trivial.</p> <p>It was noted that the internal control issues identified for 2017-18 have all been implemented.</p> <p>Planning for the 2020 audit has commenced.</p> <p>Actions: None</p>
6.	Internal Audit Review of 2019-20 Block 1 Report and Update on Outstanding Recommendations
	<p>Ashley Norman confirmed that the IA contract had been novated from Gateway Assure to TIAA effective 1 August 2019.</p> <p>The Committee reviewed the Block 1 audits and noted that a substantial level of assurance had been achieved in all of the five areas audited. Management had accepted all five recommendations; two of which had been implement with the remaining three in-hand.</p> <p>The outcome of the Block 2 audits will be presented to the February 2020 meeting.</p> <p>Actions: None</p>
7.	Chair's Report 2019
	<p>The Chair introduced the report and observed that there were no issues to be raised. The key message being one of continued improvement. Overall a very positive position.</p> <p>Actions: None</p>
8.	Budget and Management Accounts Update
	<p>Jenny Wilcocks introduced the management accounts and confirmed that spending was on broadly track for the year. The Committee reviewed the management accounts and were content with them.</p>

	Actions: None
9.	Counter Fraud Strategy and Fraud Response Plan
	<p>The Committee approved the Counter Fraud Strategy and Fraud Response plan.</p> <p>The financial controller is undertaking a deep dive into higher risk areas, during October. The report will come to the November meeting.</p> <p>Actions: Deep dive report to come to the November meeting.</p>
10.	Strategic Risk Register and Assurance Framework Q1 Review
	<p>Janette Threapleton introduced the Strategic Risk Register, confirming that a structure for quarterly SMT reviews of assessment and management of risk was in place. The Committee reviewed and discussed the register and noted the changes in the risk profile since their last review.</p> <p>Actions: None</p>
	AOB
	<p>The Committee noted the ongoing work to review policies and procedures.</p> <p>Actions: None</p>