

Date:	20/09/2023	A(i)
Item:	23/019	

MINUTES
Audit and Risk Committee Meeting

Date: Wednesday, 21 June 2023

Venue: Department for Education - Sanctuary Buildings

Present: Sue Baldwin - Chair
Micon Metcalfe - Member
James Norton - Member
Richard Smith - Member
Diana Melville – Member
Harry Buscall – Member
George Stylianides – Member

Attending: Rachel de Souza - Children’s Commissioner
Jenny Wilcocks - Head of Finance
Ashleigh Thorius - Audit Manager, NAO
Hayley Clark - Associate Partner, EY
Simon Luk - Assistant Manager, EY
Chris Rising - Head of Internal Audit, Macintyre Hudson (dial in)
David Logue - Team Leader CCo Sponsorship Team, DfE
Elaine Manak - Engagement Director, NAO

Apologies: Paul Hewitt – Member

Board

Secretariat: Eve Borsey – HR Manager

Item No.	Summary of Discussion
23/011	Welcome and Introductions
	The Chair welcomed members and attendees to the meeting. Apologies were noted from Paul Hewitt (member).
23/0012	Declaration of Interests

	No new interests were declared.
23/013	Draft Minutes of 17th May 2023 Summary of Actions and Matters Arising (Attachment A)
	<p>The Minutes of the meeting held on 17 May 2023 were approved. The Chair thanked everyone for all work done since last meeting.</p> <p>It was noted that the Action Log should be reviewed and rationalised.</p> <p>Action: Action log to be reviewed.</p> <p>Action: Diary invites to be sent for meeting in September.</p> <p>Action: Meeting on 22 November will be changed to 29th November.</p>
23/014	Annual Report and Accounts
	<p>Approval of Annual Report and Accounts 22-23</p> <p>It was noted that the Annual Report and Accounts are ready for approval.</p> <p>It was noted that the ARA included a note on leases (1.7) explaining the impact of IFRS16 on the treatment of the lease and disclosure in the accounts.</p> <p>NAO/EY will feedback on anything else but expect any further changes to be minor and recommend signing off.</p> <p>Action: An entry on p.42. needs to align with p.29 as noted last time, but otherwise the accounts are ready to be signed off.</p>
23/015	<p>External Audit</p> <p>i) Draft External Audit Completion Report 2022-23</p> <ul style="list-style-type: none"> It was noted that audit work had been performed on the risk of management override of controls and no indication of fraud had been detected. Further audit work had been undertaken on the exit package for the Director of Corporate Services, except for one disclosure error, this was satisfactory.

	<ul style="list-style-type: none"> • EY highlighted that there were outstanding issues regarding the lease and the treatment under IFRS16. They were waiting on responses from GPA in relation to the lease date. • An audit adjustment of £3,000 needed to be amended. JW confirmed that it was for an accrual that didn't change the overall figures. • It was noted that staff turnover had been high. RdS noted that there had been changes but that a strong and robust team was now being built. A new Director of Finance and Resources who was finance qualified was being recruited to strengthen the Corporate Services team. • Before the meeting there had been a 'lunch and learn' with the Help at Hand team. The next one will be planned with the Policy team. • JW was thanked for her hard work in relation to the ARA and audit and helping Kathryn before moving on to a new role.
23/016	<p>Any Other Business: SB</p>
	<p><i>Internal Audit</i></p> <p>It was noted that internal audit needs to be appropriate for the organisation. Risks resulted from the work streams and projects, and assurance should be gained that these risks were adequately managed and at an acceptable level. The internal audit programme should focus on this element. The new internal audit plan should be agreed and be appropriately focused.</p> <p>It was noted that GIAA could be used to deliver internal audit.</p> <p>It was noted that CCo has SLAs with DfE for corporate support. However, there was concern regarding the performance and level of assurance that could be gained in delivery. It was noted that DfE had a new COO, Jenny Cuncliffe and this may help with the level of corporate support provided.</p> <p>Action: CR will work with CCo staff to draw up a new internal audit plan.</p>

Action: Invite Jane Cunliffe to speak about the Governance framework they would bring at the next ARC.

Action: The Chair noted that there had been discussion about projects and links to risk and the risk register should be reviewed by the new DFR in due course.

ARC Member Skills

It was noted that ARC needed the right skills across members to ensure effective delivery.

This included someone who is a qualified accountant, and someone with a strong HR background and/or qualification. Knowledge of resource accounting would be useful.

It was noted that the NAO paper included an 'Audit and Risk Assurance Committee Effectiveness Tool'. [Audit and Risk Assurance Committee effectiveness tool - National Audit Office \(NAO\) insight](#)

It was agreed that this exercise should be undertaken by committee members, and then the 'Outcome Analyser' used to determine the overall assessment. The new Director of Finance and Resources should be engaged with this process.

Actions:

ARC members to complete the effectiveness tool.

Outcome analyser to be completed by new Director of Finance and Resources

Director of Finance and Resources Recruitment

Two excellent potential candidates for the Director of Finance and Resources role were discussed.

Future meeting dates

1. Wednesday 20 September 2023
2. Wednesday 22 November 2023 – To be changed to 29th.