



**MidKent College**

**GOVERNING BODY**

**RISK & AUDIT COMMITTEE**

Minutes of the meeting of the Risk & Audit Committee held on Tuesday 2 February 2021 at 17.00hrs via Zoom.

<b>Present:</b>	Mr C Reynolds Mrs B Jossi Mr C Reeves Mrs C Richardson	Chairman
<b>In attendance:</b>	Ms C Burkin Mr S Cook Mr P Cox Mr C Hare  Ms G Harvey Ms L Keane Mr M Peat  Mrs N Wakefield	Clerk to the Governing Body Principal/CEO MKCTS for item 5 and to observe Executive Director of Employers & Corporate Services For item 8 only Scrutton Bland Internal Auditors Executive Director of Finance & Estates Mazars External Auditor

A [confidential Closed Session](#) was held before the main meeting to review the performance of the Internal and External Auditors. This was minuted separately as confidential.

**1 Declarations of Interest**

All members' interests are numbered and referenced on the Declaration of Interest log dated 7 January 2021. The register is kept by the Clerk.

**2 Apologies for Absence**

Apologies were received from Ms C Bushell, Mazars External Auditor, Mr P Goddard, Scrutton Bland Internal Auditors and Mr J Williams.

Chair 

### 3 Minutes of the meeting held on 17 November 2020

The minutes of the meeting held on 17 November 2020, Paper GBR&A20/514, were accepted as a true record and signed by the Chairman.

### 4 Matters Arising and Outstanding Matters Report

There were no matters arising.

Members discussed Paper GBR&A20/516, the Outstanding Matters Report.

- No 1. External Audit Planning Strategy – BF June 2021 - **ongoing**
- No 2. Risk Management Report – Risk Register to be updated following the Deep Dive at item 5 – **ongoing**.
- No 3. Risk Register to be review in line with the agreement with MKCTS – item 5 **Complete**.
- No 4. Review Risk Appetite – included in item 5 – **ongoing BF in Policy June**.
- No 5. Risk Management Report – outlined discussion – Internal Auditors were asked that they communicate their opinion to the College – **ongoing**.
- No 6. New strategic risk register – item 5 – **Complete**.
- No 7. Draft R&A Annual Report 2019/20 – approved by Governing Body – **Complete**.

Members accepted the report and the recommended actions arising from it.

### 5 Deep Dive: Risk Management Report & Risk Appetite Inc. MKCTS

Simon Cook and Martin Peat presented the risk management report, paper GBR&A20/517, the Strategic Risk Register noting the agreement at a secondary meeting to review the following risks for approval:

- 1 Competitor threats to current provision
- 2 Change to demographic profile in our core markets
- 3 Lack of partnership work to help the College and subsidiary – wording discussed and amended to; *Is the partnership helping the College and subsidiary to move forward*
- 4 External intervention from regulatory agencies
- 5 Reputational issues as a result of one off, unexpected actions
- 6 Staff recruitment, retention or culture issues
- 7 The quality of education provided does not continuously improve and adapt
- 8 Provision does not allow for student progression to positive destinations
- 9 Government policy changes impacting upon what the Group does
- 10 Ability of leadership to manage any crisis, catastrophe or unexpected event

- 11 Strategic management and leadership – members noted that 11 & 9 may be combined in the future.
- 12 Lack of growth due to failure to exploit joint working between MKC and MKCTS – member agreed this may be the first risk to be reviewed.

Members thanked the Executive for the refreshing review of the risks and approved them for inclusion. It was agreed the detail below each risk will link to relevant operational risks and the College risk register will be maintained and published for information. Members agreed that all relevant risks had been included or covered by a link to an operational risk.

Peter Cox from MKCTS joined the meeting and presented the high risks from the Training Services:

- 13 MKCTS - Retaining the PPP at the RSME
- 14 MKCTS - Growing business through the RSME
- 15 MKCTS - Growing defence training business
- 16 MKCTS - Growing the civilian training business

Members thanks P Cox for his attendance and agreed the four additional risks. They thanked him for the helpful slides and asked these are updated at each meeting.

**Action: P Cox**

Members asked S Cook to add the detail to the strategic risk register for presentation at the next meeting.

**Action S Cook**

Members were asked to reflect on the 16 risks and inform S Cook which ones they would like further detail on at the next meeting.

**Action: Members**

**6 Health & Safety Annual Report Inc. Business Continuity – Paper GBR&A20/518**

Martin Peat presented the item for author Laura Smith. Members noted that the report had been scrutinised by the College Health and Safety Committee with subsequent updates.

The report informed members of the activity around Health and Safety for the last academic year from August 2019 to July 2020 and highlighted the following;

- Four RIDDOR reportable incidents including Impact Injury, Assault, Fall from Same Level, Occupational Disease.
- HSE investigation for an occupational disease (Contact Dermatitis). M Peat explained in detail the circumstances of this investigation and actions taken to mitigate any further incidences. Lessons learnt have improved compliance.

- Increase in first aid call outs at Medway, reduction at Maidstone & UCM.
- The top First Aid call out reason at both sites was Unknown Medical Conditions. Members noted the increase in mental health call outs and were assured by the welfare and counselling services available to staff and students.
- Increase in trained First Aid & Fire Marshal cover across all sites.
- Overview of response to the COVID-19 pandemic, including periods of closure, suspected case management and preparations for the college reopening in September 2020.
- 377 Covid case referrals received up until the end of the academic year.
- Two Business Continuity exercises undertaken in relation to IT Failure & Social Media Account Hacking.
- A Health & Safety action plan in place for 2020-21.

Members thanks M Peat for the detailed report. The Chair suggested to members that H&S should either be the subject of a Deep Dive or an Internal Audit, last audited in 2017. An external agency has been appointed to conduct a survey to create an action plan to ensure compliance and they could present findings to the R&A Committee. This was noted for consideration at the next meeting.

**Action: C Reynolds/M Peat**

Members felt this was a good opportunity to highlight H&S across the College and it was agreed that M Peat would attend curriculum meetings to speak to staff.

**Action: M Peat**

Members **approved** the report for **recommendation** to the Governing Body.

**Action: C Reynolds**

## **7 Health & Safety Policy – Paper GBR&A20/519**

Martin Peat presented the item for author Laura Smith and explained that an addendum has been added to the Health & Safety Policy covering the College response to the COVID-19 pandemic. Members noted this was recommended by the Health & Safety Committee. A summary of the policy addendum were noted:

- An explanation of the Coronavirus (COVID-19) infection, symptoms and how it is spread
- System of controls and risk assessment
- Protective measures including; Access control, Monitoring cases & contacts, Social distancing, Changes to the College environment and layout, Blended learning, PPE
- Cleaning & hygiene measures
- Close contact works including First Responder guidance for Security and First Aid
- Managing a suspected case on site.

Members **agreed** the addendum for recommendation and publication.

**Action: M Peat/C Reynolds**

## 8 Information Security Update – Paper GBR&A20/520

Georgia Harvey joined the meeting to update members on the data in the report. The report provided members with an oversight of compliance with legal requests and an update on the most recent developments in information security at the College. Members were informed:

Freedom of Information Requests = 9

Right of Access (DSARs) = 4

Data Breaches = 14

Staff training = 98.6%

Members thanked G Harvey for the update and thanked the team for the outcomes in the report.

## 9 Internal Audit Reports

Leisyen Keane update members on the following reports:

Website Content Report – Paper GBR&A20/521 – this report was given a significant assurance opinion. It was noted that the Governing Body pages were correct and up-to-date. Three low recommendations were made and are being addressed. Members were assured that all the information required and searched for was found easily on the website.

Asset Management Report – Paper GBR&A20/522 – this report was given a significant assurance opinion with two improvement points raised which are being actioned.

Progress Report – Paper GBR&A20/523 – this report presented the audits to be carried out in 2020/21. Members noted some date changes.

Members thanked Scrutton Bland and **accepted** the reports.

## 10 Any Other Business

The agenda for the meeting scheduled for 15 June 2021 was agreed with the addition of an H&S update.

The Deep Dive item for the meeting on 15 June 2021 was agreed as Apprenticeship.

**11 Date of Next Meeting**

The next meeting will be held on Tuesday 15 June 2021 at 5pm at the Medway Campus if restrictions allow.

The meeting closed at 19.02hrs