

2. Audit Action Plan

3. Resource Implications

The resources implications are mainly in relation to staff time to implement recommendations contained in the Audit Action plan.

4. Risk and Assurance

The Audit Action Plan is an important mechanism used to manage risk and control issues raised through independent audit visits. This provides the Committee with management assurance that recommendations made by auditors are being addressed.

5. Equality

No adverse impacts on people with protected characteristics have been identified as a consequence of this report.

6. Data Protection

There are no new data protection matters arising from the contents of this report.

7. Recommendations

Members of the Audit and Risk Committee are recommended to:

- i) note the contents of this report and its appendix; and
- ii) approve the Audit Action Plan.

8. Further Information

Members can obtain further information on the contents of this report from Lisa Clark, Director of Corporate Services - lisaclark@glasgowkelvin.ac.uk or Jeanette Evans, Vice Principal Operations - jevans@glasgowkelvin.ac.uk

LC/JE
Glasgow Kelvin College
September 2021

Glasgow Kelvin College

Audit Action Plan

September 2021 (Medium/High Grade Recommendations)

This Audit Action Plan includes items taken from various audit reports issued to the College. Items are removed from the Audit Action Plan when the Audit and Risk Committee is satisfied corrective action has occurred. The items will be subject to further review by Auditors at a future date.

Student Activity Data Audit – October 2020

Original Recommendation	Grade	Date Added to Audit Plan	Initial Management Response	Corrective Action Required	Responsibility & Target Date	Management Progress	Auditor Review
Ensure that all enrolment data that confirms student eligibility for Credits funding, including confirmation of residency status, is captured during the enrolment process and subject to data integrity checking.	Medium	November 2020	Recommendation accepted	The recommendation will be implemented as stated	<u>Responsibility</u> Vice Principal – Curriculum & Quality Enhancement <u>Target Date</u> Process in Place by Dec 2020 and finalised by FES audit Sept 2021.	<p>November 2019 – MIS will continue to work with Faculty staff, Finance and partners to improve the collection and retention of evidence of residency and eligibility for credits funding.</p> <p>March 2020 – as above June 2020 – as above August 2020 – as above</p> <p>November 2020 MIS and Finance Manager will introduce a process to ensure that MIS and the Finance Dept continue to work together to ensure the accuracy of the residency information in the system for a student. MIS will ensure that enrolment information is retained and available for audit</p> <p>March 2021 - Enrolment due to start following publication of SFC FES guidance estimated May 2021.</p> <p>June 2021 – FES Guidance published on 30/04/21. Enrolment for the 2021-22 academic year now initiated.</p> <p>September 2021 – Noted as fully complete on the Henderson Loggie follow-up report.</p>	Sept / 2021

Student Support Funds – October 2020

Original Recommendation	Grade	Date Added to Audit Plan	Initial Management Response	Corrective Action Required	Responsibility & Target Date	Management Progress	Auditor Review
The College should review its procedure for identifying study materials costs for Bursary students to ensure that only costs relating to Bursary students, supported by purchase invoices and student funding records, are charged to the Bursary Fund.	Medium	November 2020	Recommendation accepted		<u>Responsibility</u> Finance Manager <u>Target Date</u> September 2020	November 2020 – A new system has been introduced across all faculties which will identify bursary students when ordering goods. March 2021 - We continue to work to ensure that invoices are analysed and attributed to eligible students. June 2021 – Guidance on Bursary Cost of Course Materials has been updated to advise that the student's source of funding is now shown against their record in Columbus which allows staff to check eligible students prior to placing an order. Costs for eligible students can then be coded to the bursary cost centre and costs for students who do not qualify for funding will be coded to the relevant faculty budget. September 2021 – Noted as fully complete on the Henderson Loggie follow-up report.	Sept / 2021

Business Development - Commercial and External Funding Activities – November 2020

Original Recommendation	Grade	Date Added to Audit Plan	Initial Management Response	Corrective Action Required	Responsibility & Target Date	Management Progress	Auditor Review
A standard methodology or ready reckoner should be developed and implemented across the College to ensure that all additional training delivered by the College, including non-SFC training or learning, is accurately costed and all relevant financial implications are accurately identified, factored into decision making and recovered.	Medium	March 2021	Recommendation accepted		Responsibility Director of Business Development/ Head of Finance <u>Target Date</u> 31 July 2021	March 2021 – Work has already commenced to address this recommendation and this will be further developed over the next few months. June 2021 - Management Accountants from the Finance Team are now involved in the costing of new commercial activity to ensure a robust and consistent approach. This is now being applied to projects that sit out with the Business Development/ Commercial team activity but have an element of commercial income attached to them.	July / 2021

						<p>Methodology for calculating commercial margins has been tightened too, to ensure the College can maximise income here.</p> <p>September 2021 – A costing model has been developed to ensure that all aspects of commercial courses are accurately identified. The final version of this model is awaiting approval by college SMT is expected to be introduced by 1 October 2021.</p>	
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Completed & Planned Audits

- Business Development - Commercial and External Funding Activities, with a specific focus around European projects and the regional apprenticeship contracts. **Note** – this had been scheduled for 22 April 2020 but this was unable to take place due to COVID-19 and the buildings being closed. This took place early November 2020. **Report on Audit and Risk Committee Agenda of 23 March 2021.**
- Sickness Absence – this took place w/b 7 December 2020. **Report on Audit and Risk Committee Agenda of 23 March 2021.**
- Cash and Bank / Treasury Management – this took place w/b 18 January 2021. **Report on Audit and Risk Committee Agenda of 23 March 2021.**
- Externally Facilitated Effectiveness Review - this took place with D Archibald attending the December 2020 Board of Management meeting and undertaking individual interviews with Board members over January/February 2021 - 6 days work in total for the EFER. **Report on Audit and Risk Committee Agenda of 23 March 2021.**
- Procurement and Creditors/Purchasing – scheduled to take place in March 2021. **Report on Audit and Risk Committee Agenda of 15 June 2021.**
- IT Network Arrangements – scheduled to take place w/b 10 May 2021. **Report on Audit and Risk Committee Agenda of 15 June 2021.**
- Credits Audit – scheduled to take place w/c 20 September 2021.
- Student Support Funds – scheduled to take place Sept/Oct 2021.
- Follow-up Reviews 2020/21– to be reported to **Audit and Risk Committee on 21 September 2021.**