

**AUDIT AND RISK ASSURANCE COMMITTEE  
ACTIONS AND KEY DECISIONS OF THE MEETING**

<b>Meeting Date and Time:</b>	Wednesday 18 <sup>th</sup> December 2024 at 11.00am
<b>Location:</b>	Futureworks
<b>Present:</b>	Ian Falconer, Chair
	David McIntyre, Member
	Gwyn Arnold, Member
	Prof. David Vaughan, Member
<b>In attendance:</b>	Ben Norris, Clerk
	Chris Mayo, Principal
	Rob Campbell, Chair of the Board of Directors
	Kate Sayer, Secretary
	Paul McKibbin, Accountant
	Graham Travis, CNCA
	Azim Khokhar, CNCA

No.	ACTIONS
1	[This section contains commercially sensitive information and has been redacted.]
2	[This section contains commercially sensitive information and has been redacted.]

No.	KEY DECISIONS
1	It was recommended that revised target dates for actions on the Action Tracker be given where necessary (3b)
2	[This section contains commercially sensitive information and has been redacted.]
3	The committee were happy to accept the ARAC Annual report for submission to the Board of Directors, subject to the changes agreed. (6a)
4	The ARAC committee agreed that Futureworks was a Going Concern and were happy to recommend this to the Board of Directors (subject to minor amendments in the document). (7a)
5	An amendment to the sign off page was recommended to identify the Accountable Officer and Chair of the Board of Directors. (7a)
6	The ARAC committee recommended to the Board of Directors that the Financial Statements and Directors Report be adopted. (7a)
7	ARAC were happy to recommend that the Board of Directors could sign the Letter of Representation. (7a)

## **AUDIT AND RISK ASSURANCE COMMITTEE**

### **MINUTES OF THE MEETING HELD ON 18<sup>th</sup> DECEMBER 2024 @ 11.00am at FUTUREWORKS**

#### **For General Release**

Present: **Ian Falconer, Chair**  
**Gwyn Arnold, Member**  
**Dave McIntyre, Member**  
**Prof. David Vaughan, Member**

In attendance: **Ben Norris, Clerk**  
**Chris Mayo, Principal**  
**Rob Campbell, Chair of the Board of Directors**  
**Kate Sayer, Secretary**  
**Paul McKibbin, Accountant**  
**Graham Travis, CNCA**  
**Azim Khokhar, CNCA**

#### **1. WELCOME BY THE CHAIR, APOLOGIES FOR ABSENCE**

The Chair welcomed the members and attendees and set out the order of the meeting. Apologies were received from Phill Liggett, Facilities Manager. Where items were covered in a different order to the agenda, the original agenda number is in brackets.

[This section contains commercially sensitive information and has been redacted.]

#### **2. DECLARATIONS OF INTEREST**

None.

#### **3. COMMITTEE BUSINESS**

- a. Minutes of 03.10.24 for accuracy – the minutes were accepted in terms of content and accuracy.
- b. Action Tracker – the completed actions were signed off by the committee. It was recommended that revised target dates be given where necessary.
  - [ARAC]Oct-24|2aii(1) – Management response to the Cyber Review – [This section contains commercially sensitive information and has been redacted.]
  - [ARAC]Jun-24|5b(1) – the Accountant gave a verbal update on the cost of the financial function at the meeting, thus closing the action.
- c. Matters Arising:
  - i. Recommendations Tracker – the items remaining from the Bison Assist review were mentioned. There are no health and safety risk relating to outstanding items. The recommendations which are behind schedule are awaiting funding. The committee stated that they were pleased that Futureworks were making good progress in this area.

#### **4. COMMISSIONING ASSURANCE:**

- a. Matters arising from meetings of other committees – see item 4b for discussion about risk management.
- b. Risk Register – the newly reworked Risk Register which focussed on high priority risks had been presented to the Board of Directors, who had requested assurance that the low and medium priority risks no longer mentioned on the register are still be addressed by the institution and will not be lost sight of. The VP assured that committee that the omitted risk items were still present on the Board Assurance Framework, which will continue to be provided to future meetings to provide the

necessary assurance.

**5. RECEIVING ASSURANCE:**

- a. Financial Update (5b) - [This section contains commercially sensitive information and has been redacted.]
- b. Review of regulatory and data return compliance (5c) – received and accepted by the committee.
- c. Update on DAPs (5d)- the OfS have announced a pause on applications for degree awarding powers until at least the end of August 2025. [This section contains commercially sensitive information and has been redacted.]

**6. REPORTING ASSURANCE:**

- a. ARAC Annual Report – a copy of the report had been sent out prior to the meeting for discussion. [This section contains commercially sensitive information and has been redacted.]

A few other changes were also suggested, including a statement regarding Value for Money. The committee were happy to accept the report for submission to the Board of Directors, subject to the changes agreed.

**7. RECEIVING ASSURANCE:**

- a. External Audit and sign-off of accounts (5a) –The Audit and Risk Assurance Committee welcomed the external audit pack which they felt was very balanced and detailed. A few minor alterations were recommended, to be made after the meeting. The ARAC committee agreed that Futureworks was a Going Concern and were happy to recommend this to the Board of Directors (subject to amendments). Regarding the Financial Statements and notes to the accounts, a few points were discussed. [This section contains commercially sensitive information and has been redacted.] GT and AZ from CNCA then gave their opinion of the audit process. [This section contains commercially sensitive information and has been redacted.] The accounts were in line with the requirements of the OfS and the Companies Act and therefore they believed that the opinion was appropriate. ARAC were happy to recommend that the Board of Directors could sign the Letter of Representation. They were content with the auditors' independence, and the increase in fees in line with inflation were acceptable. ARAC recommended that the Board of Directors adopt the accounts. The auditors were to make the few amendments identified, after which the document could be signed electronically. ARAC thanked the auditors and the finance team at Futureworks for all their work.

[Action: This section contains commercially sensitive information and has been redacted.]

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**8. REVIEW OF MEETING AND MATTERS FOR REPORTING TO THE BOARD OF DIRECTORS:**

None

**9. AOB:**

None

**10. ITEMS FOR FUTURE DISCUSSION:**

None

**11. DATE OF NEXT MEETING:**

Next meeting is on Tuesday 27<sup>th</sup> March 2025 @11.00am.