

<p align="center">MINUTES OF JOINT MEETING OF THE AUDIT/FINANCE, RESOURCES AND INVESTMENT COMMITTEES HELD IN I1.10 AT 1PM ON THURSDAY 28 NOVEMBER 2019</p>

Present:	Mr D Mabbitt (Chair) Mr D Thorpe Mr A Gold Mr M Stone Mr K Wharton	In Attendance:	Mr K Williams (Interim VP Finance and Resources) Ms N Marshall (Finance Manager) Mrs J Matthews (Director of Governance) Ms K Rae (Armstrong Watson)
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	APOLOGIES FOR ABSENCE	
M19/01	There were apologies for absence from Mr Brown, Mrs Thomson, Ms Laycock and the Interim Principal.	
	DECLARATIONS OF INTEREST	
M19/02	There were no declarations of interest.	
	MANAGEMENT LETTER	
M19/03	Ms Rae introduced the Management Letter and members noted the key audit findings. It was noted that initially there had been nothing included in relation to the McCloud judgement and auditors had been happy that the assumptions were prudent and realistic. Adjustments had now been made for the McCloud case and therefore the management letter would be updated to reflect that prior to submission to the Board. A question was asked as to why the adjustments was considered appropriate and whether it was following actuarial advice. It was reported that the assumptions used had been compared to others within the education sector and the discount rate being used was one of the highest, at 2.2% and the auditors confirmed that there was some variation between schemes, but this was following the actuarial advice and they were comfortable with it. It was confirmed that around six or seven alternative schemes had been reviewed to check that it was in line, along with reports from actuaries. The liability also reflected an adjustment for the McCloud Judgement case, and on average this was expected to increase liabilities by 3%, an adjustment of £774k therefore being included within the financial statements. In view of the material impact of this, the Committee requested that Ms Rae update the wording for submission to the Board.	Armstrong Watson
M19/04	Thanks were expressed to all those who had assisted in the audit and it was confirmed that there were no further disclosures in relation to capital commitments, ongoing contingent liabilities or penalties, significant post balance sheet events or fraud. It was noted that capital was committed to the Equine Unit and it was confirmed that there was sufficient information relating to this in the notes. The Interim Vice-Principal Finance and Resources confirmed that all outstanding information would have been provided by the end of the day. A question was asked about the information on the remuneration of the Accounting Officer and it was agreed to update that.	Armstrong Watson
M19/05	A question was asked about the reference to the College being sued by a foreign institution and it was confirmed that was not applicable and should be removed.	Armstrong Watson
M19/06	Ms Rae highlighted the information contained in the appendices and a question was asked about whether the duplicate payment made had been returned. It was confirmed that related to a rent payment where there was no purchase order associated with it, and the Committee agreed that the amount and recovery should be reflected appropriately.	Armstrong Watson

	FINANCIAL STATEMENTS 2018-19	
M19/07	The financial statements for 2018-19 had been circulated and it was noted that any changes up to the point of signing would be included. A question was asked about what was included within the restructuring costs of £121k and it was reported that related to 10 members of staff and one member of staff who had been made redundant with associated pension costs.	
M19/08	A number of minor corrections and typographical amendments were agreed and Ms Rae confirmed that a final check would be carried out before they were issued for Board approval.	Armstrong Watson
M19/09	It was agreed to recommend the financial statements for 2018-19 to the Board for approval.	
	The meeting closed at 2pm.	