

**West College Scotland**  
**Audit & Risk Committee**

**Minute of Meeting held on Wednesday 28 May 2025, via Teams**

<b>Present:</b>	R Leitch [RL] (Chair) T Dillon [TD] B Logan [BL], Cooptee J Russell [JR]	<b>In</b>	N Connelly, Director of Finance & Estates [NC]
		<b>Attendance:</b>	L Connolly, Principal [LC] A Kolodziej, Azets, (Ext Auditor), [AK] D Leese, Vice Principal Operations [DL] S Pringle, WBG, (Int Auditor) [SP] B Stobbs, Director IT & Digital [BS] J Scott [JS], Non-Executive Board Member S McDonald, Governance Manager [SM] (Minutes) Mark Doyle (Item AR841) Paul Fergusion (Item AR842) Willie Collins (Item AR846)

AR837	<b>Welcome &amp; Apologies</b>  Apologies were noted from C Brown (Azets).  The Chair welcomed everyone to the meeting, particularly to members of staff who were joining to provide presentations.
AR838	<b>Declaration of Interests</b>  The standing declarations of interests of members, as available on the Register of Interests on the College website, were noted as current.
AR839	<b>Minute of Meeting held on 12 March 2025</b>  The minute of the meeting held on 12 March 2025 was <b>approved</b> as an accurate record of discussions.
AR840	<b>Actions from the Minute and other Matters Arising</b>  The Committee <b>noted</b> the update on the actions since the last meeting and <b>agreed</b> that all completed actions could now be removed.
AR841	<b>Presentation by Mark Doyle, Head of Finance</b>  MD provided the Committee with a presentation on the work undertaken by the Finance Team over the last few months. He advised of the projects and reviews across the finance systems and processes as well as some wider scope projects including other areas of the College. The Committee noted the creation of a sector wide Technical Accounting Group, which WCS was at the forefront.  Members noted the following:

	<ul style="list-style-type: none"> <li>Budget holders now having more accountability and responsibility for own budget areas, and the monthly meetings set up to ensure no surprises. Any additional monetary requests now had to be submitted to SMT for justification and approval.</li> <li>The proposed removal of removing call off orders being raised as a norm.</li> </ul> <p>The Committee <b>noted</b> the presentation and passion of the staff involved to take forward improvements, giving Members a level of comfort. The creation of the sector wide group was also noted as a powerful tool.</p> <p>A copy of the presentation would be added to the Committee Teams folder. <b>Action: SM</b></p>
<b>AR842</b>	<p><b>Civica Update Presentation by Brian Stobbs</b></p> <p>BS gave a presentation and update on the CIVICA project. He noted the scale of the project and the timeline over a two-year period.</p> <p>He updated on the RAG status of areas of the project and the reasons for each, including current risks and known critical issues, which were all being covered within the Project Tracker. This also included developments that WCS staff have informed CIVICA as requirements to improve the overall product.</p> <p>A list of the activities undertaken in the last reporting period and the key activities to take place were also noted, as well as the reporting structure from the weekly Project and Focus Teams, through to fortnightly SMT and quarterly Board reporting. A roadmap of developments taking place between 2024-2026, as well as areas currently being scoped and future activities still to be assigned to a timeline were also noted. The project plan and tracker were available to all staff on the intranet as well as regular updates issued by email.</p> <p>Members asked the following:</p> <ul style="list-style-type: none"> <li>Were costs on track? The remedial actions being taken to support integration, does this include staff costs involved. BS advised that paid funds to CIVICA was on track. He noted the challenges to include staff costs. NC noted that the integration of system costs, overtime and additional costs or roles could be captured, however overall day-to-day implementation was part of normal business. Other indicators could also be captured to see the impact and improvements going forward.</li> <li>The Project Road Map, which was WCS requirements, would be reviewed and prioritised by the Project Team. However, it was noted that the 2024/2025 activities were already prioritised to meet requirements.</li> <li>Board had previously been advised that the system fully meets the requirements of the College and the Scottish FE system. Feedback to be submitted to APUC, due to them being endorsed as the number one provider.</li> </ul> <p style="text-align: right;"><b>Actions: BS</b></p> <p>The Committee <b>noted</b> the presentation and update provided.</p> <p>A copy of the presentation would be added to the Committee Teams folder. <b>Action: SM</b></p>
<b>AR844</b>	<p><b>Committee and Internal Auditors Effectiveness Review</b></p>

	<p>Committee members noted the report provided and the work undertaken by the Committee over the year, meeting its terms of reference. The Chair thanked Members for their time in completing the surveys and attending one-to-one meetings. There were no major issues or concerns raised on the work of the Committee.</p> <p>The Chair noted the review of the Internal Auditors confirmed satisfaction with their performance and effectiveness and the positive contribution of SP in his role as lead auditor. Again, no issues were raised in this area and the Committee congratulated SP and WBG on the work undertaken.</p> <p>The Committee <b>approved</b> satisfaction with the effectiveness and operation of the Committee and of the Internal Auditors</p>
<b>AR857</b>	<p><b>Schedule of Business</b></p> <p>The Committee <b>noted</b> the proposed future Schedule of Business that would be submitted to each meeting for review and update if required.</p>
<b>AR858</b>	<p><b>AOCB</b></p> <p>Committee members were asked to provide responses to the email issued previously on questions raised by External Auditors as part of their audit plan.</p>
<b>AR859</b>	<p><b>Dates of Meetings 2025/2026</b></p> <p>The dates of the meetings scheduled in 2025/2026 were noted.</p> <p>The Chair thanked everyone for their contributions to the meeting and the useful discussions on some very challenging areas.</p> <p>With no further business raised, the Chair closed the meeting.</p>