

**Minutes of the Meeting of the Audit Committee**  
**5<sup>th</sup> May 2009**

**Present:** Mr D Collins (in the chair)  
Mrs M Lippard  
Mr P Cooper  
Mrs L Cottrell  
Mr B Davies – (in attendance)  
Mrs F Quance - Internal Audit (Price Waterhouse Coopers) – (in attendance)

**Apologies:** Mr P H Martin – Deputy Principal (Finance/Planning)  
Mr M Jones – External Audit – Wales Audit Office.

**Tender for the Provision of External Audit Services**

Members considered the report prepared by Paul Martin, Deputy Principal (Finance/Planning) outlining details of the tenders submitted for the provision of the external audit service. Following lengthy discussions it was agreed that Deloitte be awarded the contract for the provision of external audit subject to the approval of the full Governing Body. Members requested that the Deputy Principal clarify with Deloitte the total number of days required for audit purposes as part of the annual audit plan and moreover that there be a reduction in call out/travel costs. It was agreed that the contract would be awarded for a three year period up to 31<sup>st</sup> July 2012.

**Welsh Assembly Government Audit Related Letters (FE 29/FE30) – Procurement Savings**

The Committee noted the Welsh Assembly Government Audit Related Letters (FE29/ FE30) on Procurement Savings.

**Welsh Assembly Government Letter on Delivery Skills at Work for Wales: Guidance Collaboration Arrangements (Maintained Schools and Further Education Bodies) (Wales) Regulations 2008**

The Principal outlined to the Committee that the guidance document on collaboration arrangements is designed to enable governing bodies of maintained schools and further education bodies to develop joint working arrangements, and if they so wished to delegate the exercise of their functions to one or more joint committees, insofar as such delegation would be permitted under the Government of Maintained Schools (Wales) Regulations 2005 and the relevant provisions of the Instrument and Articles of Government for Further Education Institutions in Wales.

**Verbal Report of the Deputy Principal (Finance/Planning) on the tender arrangements for B Block and the covered courtyard**

The Principal presented the Committee with a brief report prepared by the Deputy Principal (Finance/Planning) which outlined a list of companies invited by ATIS to tender for the B Block and covered courtyard redevelopment. It was suggested that the College should establish which companies had achieved BREEAM excellence status when considering the tender documents. Members were informed that the Finance and General Purposes Committee would meet in due course to award the contract to the successful company.

**Verbal Report of the Deputy Principal (Finance/Planning) on the tender arrangements for cleaning services**

Members were informed that of the tenders submitted AJS Limited were the most competitive although their quotation was £24,000 in excess of the current costs to run the cleaning provision in house. It was noted that Paul Martin, Deputy Principal (Finance/Planning) is to have further discussions with AJS Limited on their tender proposals.

**Report of the Internal Auditor on Travel, Subsistence and Other Expenses**

Felicity Quance, Internal Audit (Price Waterhouse Coopers) presented the report on travel, subsistence and other expenses. The Committee considered the findings of the Internal Auditor and noted the management responses to the recommendations which had been raised.