



Audit & Risk Committee

VIRTUAL MEETING

Monday 27 Apr 2020 at 12:15 — 12:45 BST

Loughborough
COLLEGE est. 1909

Audit and Risk Committee
15 June 2020

- Access:** *Members & Executive only*
- Present:** Stuart Lindeman, Chair A&R
Mark Vyner, Governor
Ian Jones (IJ Audit), Co-optee
- In attendance:** Hari Khurmi, VP Finance & Infrastructure
Ian Jones, Director of Governance & Legal Services
Wendy Coy, Chair of Governors
Colin Butler, VP People & Planning
Lisa Whait, Assistant Clerk

1. Attendance and Apologies

Apologies for absence were received from Andy Stephen and Donna Jones.

2. Declarations of interest

None.

3. Minutes of previous meeting

The Minutes of the meeting held 9 March 2020 were agreed. No actions were outstanding from the previous meeting.

RESOLVED:

The Committee resolved to approve the minutes of the meeting held 9 March 2020.

4. Redacted

5 Risk register / COVID

The VP (Finance & Infrastructure) referred to the current College Risk Register and explained that he and the VP (People & Planning) had been working on how best to present and update the register to bring in relevant Covid-19 implications and to ensure more focus.

Phase 1 had addressed business continuity in reaction to Covid-19 and readiness to move off-site in reaction to the envisaged lock down at that time. There had been a lot of guidance to update with the knowledge that the college needed to get ready with cleaning rotas, sanitisation etc and then to move off site as anticipated. When the Committee had discussed the areas of risk at the previous meeting, the college were in the middle of this period. Rapid progress had been made over 2-weeks and actions completed and updated, including testing IT systems to

Item 4, confidential commercial confidence

support business continuity to enable remote working, providing guidance on sickness reporting, communications to staff and students, developing sanitisation. Phase 1 had been completed and the college was now into phase 2 in terms of off-site working and moving back on site with a phased reopening. The VP (P&P) and VP (F&I) had held initial discussions on how best to achieve seating 2-metres apart and had asked estates to look at room utilisation and spacing out of desks/chairs to address social distancing. Where rooms are identified as being fully utilised, a rotation between physical and virtual learning will be considered. The college has started to look at how to align to what will be the new normal and the Risk Register will need updating accordingly with physical aspects for the campus including distancing issues in a campus-based environment/main thoroughfares, areas of risk, stocks of cleaning materials, PPE shielding and IT areas. A wider discussion is required regarding other areas e.g. staff working and how to deliver teaching to students and building on-line learning into utilisation forecasts for classrooms. It was noted that B block and 6th form both have high utilisation.

The VP (P&P) reported that of the 24 actions in the Covid Risk Register, all had been completed and there was now the need to revisit risks with the Covid Risk Register moving from crisis management to how the college will operate in future. There will then be a return to work programme, planning risks associated with delivery of that plan/operating as the new normal and then the detail of what to do on return will follow.

Referring to a presentation earlier in the day to the Board by Apple, members felt that with the enormous burden on key players to realign learning to distant learning, it should be considered that a transition to Apple at this stage could be a big risk. The VP (P&P) responded that the presentation had provided a flavour of tools available to support the college's digital strategy. Whilst a transition could currently be a step too far, that digital strategy needed to be defined first and then determine who had the tools to best deliver that strategy.

The VP (F&I) advised that he was now moving risks into the business recovery plan to get phase 2 positioning correct. Members acknowledged the need to get back to some semblance of normality but that there will be a new normal.

The Chair reported that he had recently attended AoC webinar on a broader look at risks and would circulate notes to the Committee. Members were asked to direct any views on the current risk register to the VP (F&I) in the first instance and also implications of the current Risk Register or Covid Risk Register for next year's internal assurance plan before ICCA are asked to programme internal assurance.

RESOLVED:

The Audit & Risk Committee noted the report

ACTION

- i) Chair to circulate AoC Webinar notes to A&R Committee*
- ii) Members to contact HK with any views on risk register, and also implications for current RR or Covid RR for next year's internal assurance plan*

The meeting closed at 12.55pm