

AGENDA

AUDIT AND RISK COMMITTEE

Date:	Tuesday 29 October 2019
Time:	1500 for external Committee Members and <u>external</u> Auditors; 1530 for all other attendees
Location:	Boardroom, University House, Leek Road Campus

Notes:

1. Items marked with an asterisk (starred items) are for information only or regarded as noncontentious. Starred items will not be discussed and will be assumed to have been noted or approved unless a request to unstar a named item is received from a Board member in advance, or at the commencement, of the meeting.
2. Items classified as Confidential will be placed on the Register of Confidential Minutes (reviewed annually). These items, and their subsequent minutes, will be redacted before publication of the agenda and minutes on the University's public website.

1500 - 1530 Pre-meet for external Committee Members with internal auditors (without the presence of University staff)

	Lead	Pgs
1 MEETING MANAGEMENT		
1.1	Apologies for Absence	Clerk
1.2	Declarations of Interest	Clerk
1.3	Minutes of the last meeting of the Committee, 04 June 2019 AR/114/01	Clerk 3-6
1.4	Matters arising: <ul style="list-style-type: none"> • Minute 1628 (arising from minute 1615 [iv] - Apprenticeships) – to note that a report on this area had been presented to the Board of Governors at its 25 September 2019 meeting, and that this was now a standing item for Strategy and Performance Committee (which had last received an update report at its meeting on 22 October 2019). 	Clerk
1.5	Overview of Annual Business for 2019-20 AR/114/02	Clerk 7-8
1.6	Terms of Reference of the Committee 2019-20 AR/114/03	Clerk 9-13
2 FOR DISCUSSION AND/OR APPROVAL (marked below accordingly)		
2.1	Internal Audit Reports 2018-2019: <ul style="list-style-type: none"> • Data Quality: HESA/HESES Returns AR/114/04 (<i>previously circulated</i>) • Student Journey: Residences AR/114/05 (<i>previously circulated</i>) Internal Audit Reports 2019-2020: <ul style="list-style-type: none"> • Employability AR/114/06 • Governance Effectiveness Review against CUC Code AR/114/07 • Internal Audit Progress Report AR/114/08 	RSM/as designated 14-28 29-48 49-61 62-75 76-92
2.2	RSM Internal Audit Annual Report 2018-19 (APPROVAL) AR/114/09	RSM/Clerk 93-108
2.3	Annual Report of the Audit and Risk Committee 2018-19 (APPROVAL) AR/114/10	Clerk 109-115
2.4	Financial Statements for y/e 31 July 2019: (APPROVAL) <ol style="list-style-type: none"> Draft 2018/19 Annual Review and Financial Statements including Letter of Representation AR/114/11 (plus Appx A & B) Draft KPMG audit management letter AR/114/12 (plus Appx A) <i>The Financial Statements are presented here for Audit and Risk Committee for approval and</i>	CFO 116-171 172-177 178-216

		Lead	Pgs
	<i>compliance with the OfS accounts direction. They will be shared for approval with Sustainability and Resources Committee on 05 Nov 2019 and presented for formal approval at Board of Governors on 20 Nov 2019.</i>		
2.5	Risk Management Framework Update (DISCUSSION) AR/113/13	BRM	217-222
2.6	University Level Risk Registers (APPROVAL) AR/113/14	COO	223-266
2.7	*Annual Review of Public Interest Disclosure Policy* (APPROVAL) AR/114/15	COO	267-273
2.8	*Annual Review of Risk Management Framework Policy* (APPROVAL) AR/114/16	COO	274-285
3 FOR INFORMATION			
3.1	*Outstanding Actions against earlier Internal Audit Reports* AR/114/17	BRM	286-288
3.2	*Students' Union Accounts 2018-19 (draft)* AR/114/18	CFO	289-312
3.3	*Public Interest Disclosure Annual Report 2018-19* AR/114/19	Clerk	313-316
3.4	*Gifts and Hospitality Annual Report 2018-19* AR/114/20	Clerk	317-320
4 ADDITIONAL MATTERS			
4.1	How have we made a positive impact on our students today?	Clerk	
4.2	Review of Performance of Internal Auditors	Clerk	
4.3	Any additional matters	Clerk	
4.4	Items to be referred to Sustainability and Resources Committee	Clerk	
4.5	Items to be referred to Board of Governors	Clerk	
4.6	Next meeting: Tues 28 January 2020 (Boardroom, University House)		