

# AGENDA

## AUDIT AND RISK COMMITTEE

<b>Date:</b>	Tuesday 28 January 2020
<b>Time:</b>	1500 for external Committee Members and <u>internal</u> Auditors; 1530 for all other attendees
<b>Location:</b>	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
<b>1 MEETING MANAGEMENT</b>			
1.1	<b>Apologies for Absence</b>	Clerk	
1.2	<b>Declarations of Interest</b>	Clerk	
1.3	<b>Minutes of the last meeting of the Committee</b> , 29 October 2019 AR/115/01	Clerk	3-7
1.4	<b>Matters arising:</b> <ul style="list-style-type: none"> <li>• <b>Minute 1646</b> – The terms of reference for all committees had been agreed at the last Board of Governors meeting, including explicit references to the subsidiaries such as Staffordshire University Services Ltd.</li> <li>• <b>Minute 1649</b> – UKVI had been added to the Audit and Risk Committee schedule of business.</li> <li>• <b>Minute 1650</b> – Financial Statements and Annual Review – this had now been approved at the last meeting of the Board of Governors.</li> </ul>	Clerk	
1.5	<b>*Overview of Annual Business for 2019-20*</b> AR/115/02	Clerk	8-9
<b>2 FOR DISCUSSION AND/OR APPROVAL (marked below accordingly)</b>			
2.1	<b>Internal Audit Reports 2019-2020 (APPROVAL):</b> <ul style="list-style-type: none"> <li>• Mental Health: Supporting Students Framework (<i>reasonable assurance</i>) AR/115/03 <u>previously circulated</u></li> <li>• Oracle Fusion Implementation (<i>substantial assurance</i>) AR/115/04 <u>previously circulated</u></li> <li>• Risk Management (<i>substantial assurance</i>) AR/115/05 <u>previously circulated</u></li> <li>• Schools and Colleges Liaison (<i>reasonable assurance</i>) AR/115/06</li> <li>• UUK/GuildHE Code for Management of Student Housing (<i>substantial assurance</i>) AR/115/07</li> <li>• Internal Audit Progress Report AR/115/08</li> </ul> <p>(N.B. documents AR/115/03 to AR/115/07 are rated low- or medium-risk and are therefore available on SharePoint rather than included in the papers. Exec summaries of these are given in the Progress Report, AR/115/08.)</p>	RSM	<a href="#">Share Point</a>  10-28
2.2	<b>ESFA Funding Compliance Audit (non-internal audit plan) (DISCUSSION)</b> AR/115/09	PVC – P&E	29-51
2.3	<b>TRAC 2018-19 Submission - Executive Summary (APPROVAL)</b> AR/115/10, plus: <ul style="list-style-type: none"> <li>• TRAC 2018-19 presentation AR/115/10AppxA</li> </ul>	CFO	52-53 54-67

		Lead	Pgs
	<ul style="list-style-type: none"> <li>Background to TRAC presentation AR/115/10AppxB</li> </ul>		68-79
2.4	<b>TRAC(T) 2018-19 Submission - Executive Summary (APPROVAL)</b> AR/115/11, plus: <ul style="list-style-type: none"> <li>TRAC(T) 2018-19 presentation AR/115/11AppxA</li> </ul>	CFO	80-82 83-90
2.5	<b>Proposal for KMPG to support an Assessment of Overseas Tax Risks (APPROVAL)</b> AR/115/12	CFO	91-96
2.6	<b>Risk Management Framework Update (DISCUSSION)</b> AR/115/13	BRM	97-98
2.7	<b>Annual Review of Counter-Fraud Policy and Anti-Bribery and Corruption Policy (now including Gifts and Hospitality Policy) (APPROVAL)</b> AR/115/14	Clerk	99-110
<b>3 FOR INFORMATION</b>			
3.1	<b>*Outstanding Actions against earlier Internal Audit Reports 2018-19 and 2019-20*</b> AR/115/15 and 16	BRM	111-114 115-116
3.2	<b>Annual Procurement Report 2018-19</b> AR/115/17	CFO	117-122
3.3	<b>Annual Non-Audit Advisory Services Report 2018-19</b> AR/115/18	CFO	123-125
<b>4 ADDITIONAL MATTERS</b>			
4.1	<b>How have we made a positive impact on our students today?</b>	Clerk	
4.2	<b>Review of Performance of External Auditors</b>	Clerk	
4.3	<b>Any additional matters</b>	Clerk	
4.4	<b>Items to be referred to Sustainability and Resources Committee</b>	Clerk	
4.5	<b>Items to be referred to Board of Governors</b>	Clerk	
4.6	<b>Next meeting:</b> Tues 10 March 2020 (Boardroom, University House)		