AUDIT COMMITTEE

18 FEBRUARY 2022

AGENDA

The meeting will be held at **10:00 via Microsoft Teams**.

A pre-meeting of the <u>governors</u> and the <u>auditors</u> will be held **09:30-09:55 via Microsoft Teams**. Attendees are asked not to dial in before 09:55 during the pre-meeting.

PRELIMINARY ITEMS		Item	Led by
1	Apologies	Verbal	N Whitaker
2	Declarations of Interest	Verbal	N Whitaker
3	Minutes of the previous meeting held on 05 November 2021	AUD-2122-024 **CONFIDENTIAL**	N Whitaker
4	Matters Arising	AUD-2122-025 **CONFIDENTIAL**	N Whitaker
5	Chair's Action	Verbal	N Whitaker
RISK MANAGEMENT		**Item**	**Led by**
6	University Risk Register	AUD-2122-026 **CONFIDENTIAL**	A Kennell
7	Risk Management Deep Dive: HR	AUD-2122-028 **CONFIDENTIAL**	H Paver
8	Update on Degree Apprenticeships, OfSTED and ESFA actions and preparation	AUD-2122-029 **CONFIDENTIAL**	P Cardew
FINANCIAL MATTERS		**Item**	**Led by**
9	Annual review of Financial Regulations	AUD-2122-031 **CONFIDENTIAL**	P Harrison
10	Transparent Approach to Costing (TRAC) return	AUD-2122-032 **CONFIDENTIAL**	P Harrison

| 11 | Annual Procurement Report | AUD-2122-033 **CONFIDENTIAL** | S Coll |

INTERNAL AUDIT	**Item**	**Led by**
12	Internal Audit Progress Report (including update on Cyber Security)	AUD-2122-034 **CONFIDENTIAL**	KPMG
13	Internal Audit Report of Student Health and Wellbeing	AUD-2122-035 **CONFIDENTIAL**	KPMG
14	Internal Audit Report of Creditors	AUD-2122-036 **CONFIDENTIAL**	KPMG

GOVERNANCE AND COMPLIANCE	**Item**	**Led by**
15	Reportable Events: Update Report	AUD-2122-037 **CONFIDENTIAL**	A Kennell
16	Update on Data Amendment Process	Verbal	A Kennell
17	Policy and Procedure for Engaging the University's Auditors for "Non-Core" Audit Services	AUD-2122-038 **CONFIDENTIAL**	A Kennell

OTHER BUSINESS	**Item**	**Led by**
18	Schedule of Business 2021/22	AUD-2122-039	N Whitaker
19	Other Urgent Business		N Whitaker

Details of next meeting:
The next meeting of the Audit Committee will be held 10:00 – 13:00 on Friday 22 April 2022 via Microsoft Teams. This will be preceded by a pre-meeting of the governors and the auditors from 09:30.

The auditors will be asked to leave the meeting for the reserved business

| 20 | Internal and External Audit Tender Update | AUD-2122-040 | A Kennell |
| | | **CONFIDENTIAL** | |

■ *Shaded items indicate that the Committee is being asked to make a decision.*

***Starred items will be taken without discussion unless a member notifies the Chair or Secretary in advance that she or he wishes the item to be open for debate.*

CHAIR APPROVED

Schedule of Business 2021/22

Purpose of Report

The Audit Committee's schedule of business for 2021/22 is attached and will be considered at each meeting across the academic year and updated accordingly.

Action Requested

The report is **for information and to note.**

The Committee is invited to consider deep dive themes for the upcoming meetings on 22 April and 24 June.

Author

February 2022 – Holly Lewis, Risk & Compliance Co-ordinator

AUD-2122-039
OPEN

Last updated: 04 February 2022

Audit Committee Schedule of Business - 2021/22

Friday 05 November 2021, 10:00 – 13:00 (09:30 pre-meeting)	**Friday 18 February 2022, 10:00 – 13:00,** (09:30 pre-meeting)	**Friday 22 April 2022, 10:00 – 13:00** (09:30 pre-meeting)	**Friday 24 June 2022, 10:00 – 13:00** (09:30 pre-meeting)
Report deadline: Wednesday 27 October 2021	Report deadline: Wednesday 09 February 2022	Report deadline: Wednesday 13 April 2022	Report deadline: Wednesday 15 June 2022
• Terms of Reference & Membership • Updated Internal Audit Plan 2021/22 • Internal Audit Reports: – HESA Student Return (2020/21) – Follow up of Cyber Security review 2020/21 (Progress Report) • Internal Audit Annual Opinion 2020/21 • Annual Data Assurance Report 2020/21 • External Audit Report / External Management Letter for the Year Ended 31 July 2021 • Draft Financial Statements for the Year Ended 31 July 2021 • Audit Committee Annual Report and Opinion for the Year Ended 31 July 2021 • Prevent Annual Accountability and Data Return • Annual assurance of compliance with OfS conditions of registration • 2020/21 Annual Report on Fraud and irregularity, bribery, and public interest disclosure ('whistleblowing') • Research Misconduct & Research Integrity - Annual Report* • Research England Review of 2018/19 Postgraduate Research Student Data* • Review of UKVI Compliance **Reserved Business** • Internal Audit Feedback Report and 2020/21 Review • External Audit - 2020/21 Review • Internal and External Audit Tender	• Revised approach to risk management and new Board Assurance Framework (append 2020/21 review of local risk management practices) • Risk Management Deep Dive: HR • *Interim review of Internal Audit Plan 2021/22 (included in Progress Report)* • Internal Audit Reports: – Student Health and Wellbeing – Creditors – Follow up of Cyber Security review 2020/21 (Progress Report) • Policy and procedure for engaging the University's auditors for "non-core" audit services • Annual review of Financial Regulations • Annual Procurement Report • Transparent Approach to Costing (TRAC) return • Update on Data Amendment Process • Update on Apprenticeships **Reserved Business** • Internal and External Audit Tender Update	• Risk Management Deep Dive: TBC • Internal Audit Reports: – Insurance Arrangements – Risk Management – Financial Accounting **Reserved Business** • Internal and External Audit Tender Recommendations	• Overview of corporate risk assessments across 2021/22 • Risk Management Deep Dive: TBC • Internal Audit Reports: • Data Quality - HESES • Management of Overseas Agents • Draft Internal Audit Plan 2022/23 • Annual Review of Committee Terms of Reference & Membership (changes recommended to the Board) • Draft Schedule of Business 2022/23 • Draft External Audit Planning Report for Year ended 31 July 2022 **2022/23:** The outcomes of the internal audits of 'HR Data Management' and 'CRM Project Assurance' will report to the first meeting of 2022/23.

Standing items
• Apologies, Declarations of Interest • Minutes of the last meeting • Matters arising • Chair's Action (for reporting any requests to engage the internal or external auditors for non-core audit work) • Schedule of Business 2021/22 • University Risk Register • Internal Audit Progress Report • Reportable Events Update

Shaded items indicate that the Committee is being asked to make a decision / recommend to the Board

Underlined items indicate reports that require UET scrutiny

* Starred items will be taken without discussion