LEEDS BECKETT UNIVERSITY

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 18 February 2022	AUD-2122-041 **CONFIDENTIAL**	N Whitaker
4	Matters Arising	AUD-2122-042 **CONFIDENTIAL**	N Whitaker
5	Chair's Action	Verbal	N Whitaker
RISK MANAGEMENT		**Item**	**Led by**
6	University Risk Register	AUD-2122-043 **CONFIDENTIAL**	A Kennell
7	Risk Management Deep Dive: Cyber security incident	Verbal	T Lancaster
INTERNAL AUDIT		**Item**	**Led by**
8	Internal Audit Progress Report	AUD-2122-044 **CONFIDENTIAL**	KPMG
9	Internal Audit Report of Insurance Arrangements	AUD-2122-045 **CONFIDENTIAL**	KPMG
GOVERNANCE AND COMPLIANCE		**Item**	**Led by**
10	Reportable Events: Update Report	AUD-2122-047 **CONFIDENTIAL**	A Kennell

| 11 | Data Amendment Process | AUD-2122-048 **CONFIDENTIAL** | A Kennell |

OTHER BUSINESS	**Item**	**Led by**
12	Schedule of Business 2021/22	AUD-2122-049	N Whitaker
13	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 24 June 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

RESERVED & CONFIDENTIAL BUSINESS (members, University Executive only)
14	Internal and External Audit Tender Recommendations	AUD-2122-050 **CONFIDENTIAL**	A Kennell

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 meeting on 24 June.

Author

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

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 Dat**a***
• 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 update
	• 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: Cyber Security (verbal)
		• Internal Audit Reports:
		  − Insurance Arrangements
		• Update on OfSTED
		• Academic Engagement Policy - review of the first year of implementation
		• Update on Data Amendment Process
		
		Reserved Business
		• Internal and External Audit Tender Recommendations
			• Overview of corporate risk assessments across 2021/22
			• Risk Management Deep Dive: TBC
			• Internal Audit Reports:
			  − Financial Accounting
			  − Data Quality – HESES
			  − Management of Overseas Agents
			  − HR Data Management
			  − CRM Project Assurance
			• Draft Internal Audit Plan 2022/23
			• Business Continuity Planning
			• 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
			
			Reserved Business
			• External Audit Tender
			
			2022/23:
			The outcomes of the internal audits of 'Risk Management', and 'Apprenticeships' 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