



Minutes of the 24 June 2022 meeting (held via Teams)

Present: Nick Whitaker (Chair)

Qari Asim*, Rob Purdy, David Morgan

In attendance: Nigel Buckland*, Professor Phil Cardew*, Keaton Davey (BDO)*, Hamid Ghafoor (BDO)*, Phil Harrison, Alison Kennell, Arvinder Khela (KPMG)*, Holly Lewis (Secretary), Ian Musgrave (Uniac)*, Joe Rossiter*, Professor Peter Slee, Caroline Thomas, Chris Watts*, Richard Young (Uniac)*

Observer: Marion Fanthorpe (AdvanceHE)

Apologies: Professor Christina Hughes, Barry Matthews

Attendees' apologies: Andrew Bush (KPMG), Tracey Lancaster, David Lowen

Secretary's note: prior to the meeting, members of the Audit Committee met with the external auditors (BDO) and internal auditors (KPMG) without any University colleagues present.

** attended part of the meeting*

PRELIMINARY ITEMS

Declaration of Interest

127.2122 No declarations of interest were made.

Minutes

128.2122 The Committee **agreed** that the minutes of its meeting on 22 April 2022 were an accurate record.

Matters Arising

129.2122 The Chair presented a report on matters arising from minutes of previous meetings of the Committee, that were not otherwise included on the agenda. The report included an update on compliance-training completion rates.

Chair's Action

130.2122 There had been no requests for procurement of professional services for which use of the University's auditors might be considered.

CONFIRMED

EXTERNAL AUDIT

Draft external audit planning report for year ended 31 July 2022

131.2122 The Committee received the external audit planning report for the year ended 31 July 2022.

Minute 132-133.2122: exempt from publication under the provisions of Section 43 (Commercial Interests) of the Freedom of Information Act 2000.

132.2122

133.2122

134.2122 The Committee confirmed materiality set at 2.1% and **resolved** to approve the strategy.

Secretary's note: BDO left the meeting.

RISK MANAGEMENT

University Risk Register (including 2021/22 corporate risk profile)

135.2122 The Committee reviewed an overview of the University's risk register for the fourth quarterly review of 2021/22.

Minute 136-138.2122: exempt from publication under the provisions of Section 43 (Commercial Interests) of the Freedom of Information Act 2000.

[Redacted]

[Redacted]

[Redacted]

i. [Redacted]

ii. [Redacted]

[Redacted]

[Redacted]

(d) [Redacted]

[Redacted]

(b)

138.2122

(a)

Board Assurance Framework

139.2122 The Deputy Secretary presented the development of a Board Assurance Framework, to complement the revised corporate risk register.

Minute 140-141.2122: exempt from publication under the provisions of Section 43 (Commercial Interests) of the Freedom of Information Act 2000.

140.2122

141.2122

Financial Services: Deep Dive

142.2122 The Director of Finance presented the structure of the University's Financial Services team and core functions.

Minute 143-144.2122: exempt from publication under the provisions of Section 43 (Commercial Interests) of the Freedom of Information Act 2000.

143.2122 (a)

(c)

ii.

144.2122 (a)

Update on Degree Apprenticeships, OfSTED and ESFA actions and preparation

145.2122 The Deputy Vice Chancellor (Academic) presented progress of plans to fully meet the requirements of both the Office for Standards in Education (OfSTED) and the Education and Skills Funding Agency (ESFA). During the course of discussion, Audit Committee sought further assurances regarding self-assessment ratings of progress.

Minute 146-147.2122: exempt from publication under the provisions of Section 43 (Commercial Interests) of the Freedom of Information Act 2000.

146.2122

c)

[REDACTED]

Secretary's note: Professor Phil Cardew left the meeting.

Secretary's note: Nigel Buckland joined the meeting.

Post Incident Update - Leeds Beckett University Cyber Attack February/March 2022

148.2122 The Interim Director of Information & Technology Services presented the post incident report following the cyber-attack in February/March 2022. The Audit Committee sought additional assurances regarding remedial actions in train and would receive further updates on progress in 2022/23.

Minute 149-150.2122: exempt from publication under the provisions of Section 43 (Commercial Interests) of the Freedom of Information Act 2000.

149.2122 (a)

[REDACTED]

(c)

Secretary's note: Nigel Buckland left the meeting.

INTERNAL AUDIT

Internal Audit Progress Report

151.2122 The Committee received an update from KPMG on their work on the follow-up of past internal audit recommendations.

Minute 152-153.2122: exempt from publication under the provisions of Section 43 (Commercial Interests) of the Freedom of Information Act 2000.

152.2122 (a)

Internal Audit Report of Financial Accounting

154.2122 The Committee received the outcome of the internal audit report on 'Financial Accounting'.

Minute 155.2122: exempt from publication under the provisions of Section 43 (Commercial Interests) of the Freedom of Information Act 2000.

155.2122

Internal Audit Report of Data Quality – HESES

156.2122 The Committee received the outcome of the internal audit report on ‘Data Quality – HESES’.

Minute 157.2122: exempt from publication under the provisions of Section 43 (Commercial Interests) of the Freedom of Information Act 2000.

157.2122

Secretary’s note: Joe Rossiter and Chris Watts joined the meeting.

Internal Audit Report of Management of Overseas Agents

158.2122 The Committee received the outcome of the internal audit report on ‘Management of Overseas Agents’.

Minute 159-160.2122: exempt from publication under the provisions of Section 43 (Commercial Interests) of the Freedom of Information Act 2000.

159.2122

160.2122

(c)

e)

Secretary's note: Joe Rossiter and Chris Watts left the meeting.

GOVERNANCE AND COMPLIANCE

Reportable Events: Update Report

161.2122 The Committee received an update on potential Reportable Events considered under the University's procedure, up to 9 June 2022.

Minute 162.2122: exempt from publication under the provisions of Section 43 (Commercial Interests) of the Freedom of Information Act 2000.

162.2122 (a)

OTHER BUSINESS

Draft Schedule of Business 2022/23

163.2122 The Committee received its draft schedule of business for 2022/23.

164.2122 The Committee noted that IT and digital infrastructure and academic collaborative provision had been identified as future deep dive themes in 2022/23.

Annual review of Committee Terms of Reference & Membership

165.2122 The Committee considered its work during 2021/22 against the full role and remit in line with the Committee's Terms of Reference.

166.2122 (a) Overall, the Committee had undertaken a wide range of work in 2021/22 covering its full remit in line with the Committee's Terms of Reference.

(b) The operation of the Committee has been in accordance with the University's Standing Orders.

(c) The Committee's Terms of Reference and membership profile remained appropriate and fit for purpose, and there were no recommended changes.

167.2122 A further review of matters within the Committee's remit would be considered in due course in line with any recommendations arising from the effectiveness review of the University's Board and its governance arrangements.

Other Urgent Business

Minute 168.2122: exempt from publication under the provisions of the Data Protection Act 2018, and section 41 (Information provided in confidence) of the Freedom of Information Act 2000

Whistleblowing and Fraud Cases

168.2122 (a)

(b)

[REDACTED]

169.2122 No other urgent business was raised.

Date of next meeting

170.2122 The next meeting of the Audit Committee would be held on campus, at 10:00 on Friday 4 November 2022 in G05 Old Broadcasting House, City Campus. This would be preceded by a pre-meeting of the governors and the auditors from 09:30.

Confirmed by the Committee as a correct record and signed by the Chair:

Signed: _____ Date: _____

Minute 171-175.2122: exempt from publication under the provisions of Section 43 (Commercial Interests) of the Freedom of Information Act 2000.

Secretary's note: KPMG left the meeting.

RESERVED BUSINESS (members and University Executive)

External Audit Tender

171.2122 [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

172.2122 (a) [REDACTED]

(b)

Secretary's note: Uniac joined the meeting.

Draft Internal Audit Plan 2022/23

173.2122 (a)

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(b)

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