



Minutes of the 24 February 2023 meeting (held via MS Teams)

Present: Nick Whitaker (Chair)

Qari Asim, Martin Barkley, Professor Christina Hughes, David Morgan

In attendance: Trevor Armour*, Phil Harrison, Hamid Ghafoor (BDO)*, Kate Harvey (Secretary), Joe Johnson (Uniac), Alison Kennell, Tracey Lancaster, Heather Paver*, Professor Peter Slee, Sarah Swales*, Caroline Thomas, Richard Young (Uniac)

Apologies: None

Attendees apologies: Keaton Davey (BDO)

* Present as indicated in the proceedings

PRELIMINARY ITEMS

075.2223 The Committee voiced its shock and sadness following the sudden death of governor Rob Purdy who had been an important member of the Committee. Members expressed their condolences for Rob's family and acknowledged the impact of Rob's expertise and contributions to committee discussions.

Declaration of interest


076.2223 No declarations of interest were made.

Minutes

077.2223 The Committee agreed that the minutes of its meeting on 04 November 2022 were an accurate record.

Matters arising

Minute 078.2223 is exempt from publication under the provisions of Section 43 (Commercial Interests) of the Freedom of Information Act 2000.



079.2223 The Committee **resolved** to endorse minor changes to the Audit Committee's Terms of Reference to the Board for approval which addressed minor points raised previously by BDO in terms of membership composition.

Chair's Action

080.2223 There was no action to be ratified.

FINANCIAL MATTERS

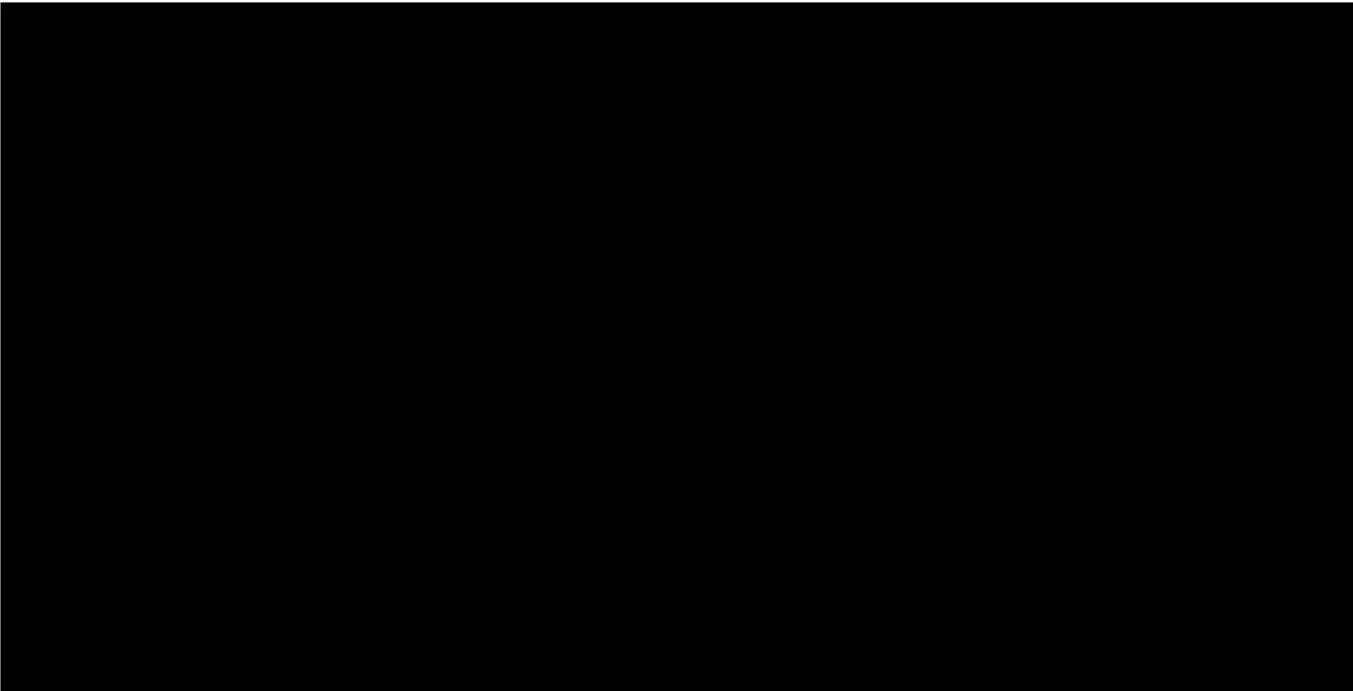
Annual Review of Financial Regulations

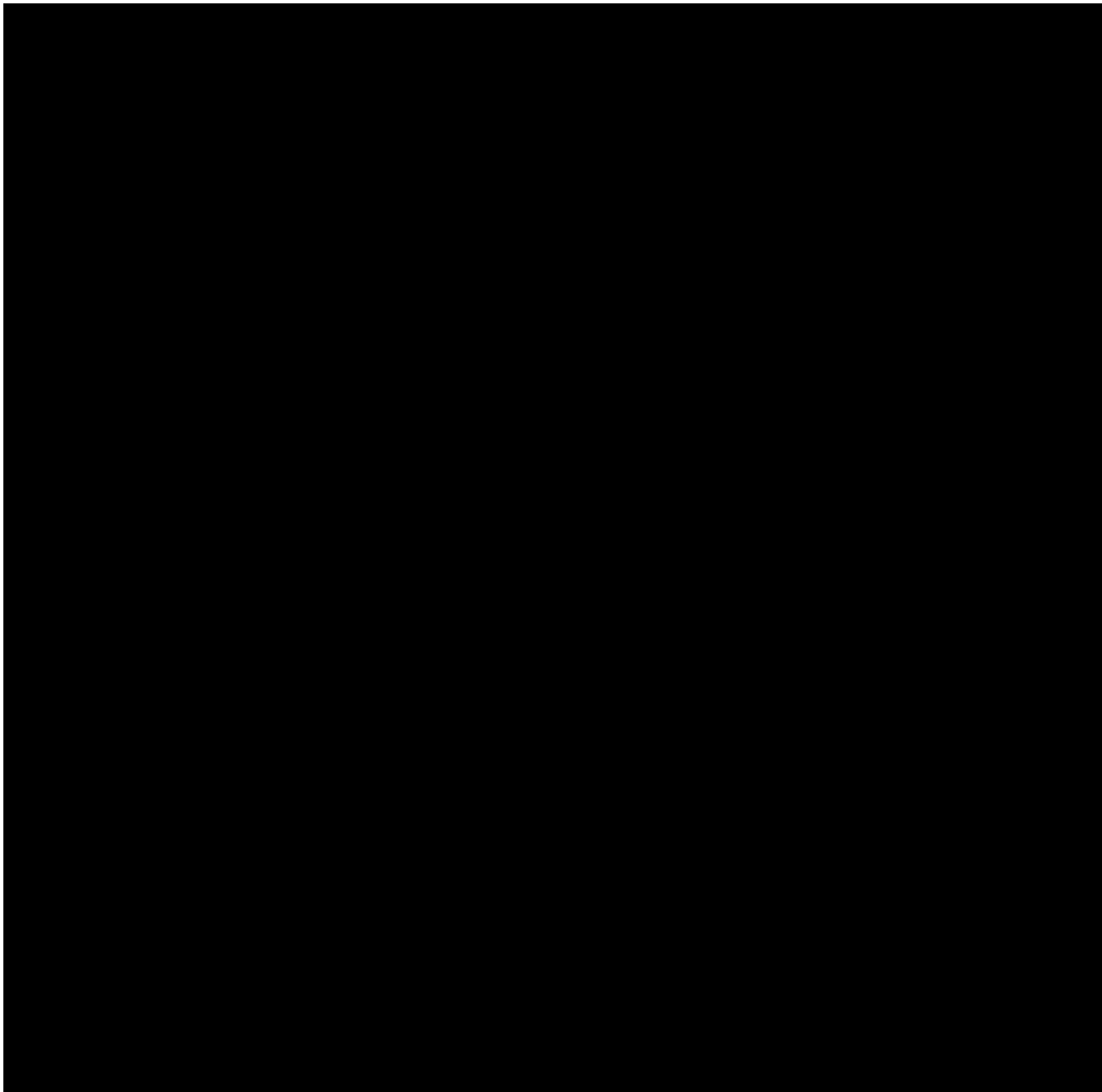
081.2223 (a) The Committee reviewed the proposed amendments to the Financial Regulations which were in the main administrative in nature. These included reflect updates in the University's regulatory regime and internal policies and processes, details relating to the Major Incident Plan and updated references to the internal auditors following Uniac taking up their appointment.

082.2223 The Committee **resolved** to endorse the amendments and recommended them to the Board for approval.

Transparent Approach to Costing (TRAC) return

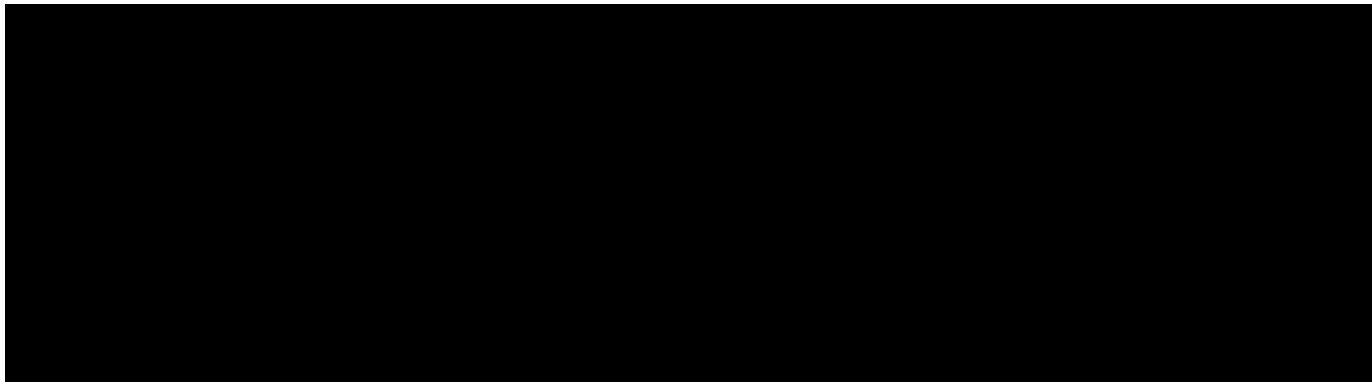
Minute 083.2223 is exempt from publication under the provisions of Section 43 (Commercial Interests) of the Freedom of Information Act 2000.





Annual Procurement update

Minute 084.2223 is exempt from publication under the provisions of Section 43 (Commercial Interests) of the Freedom of Information Act 2000.





Accounting Developments Update: FRED 82 Proposed amendments to FRS 102

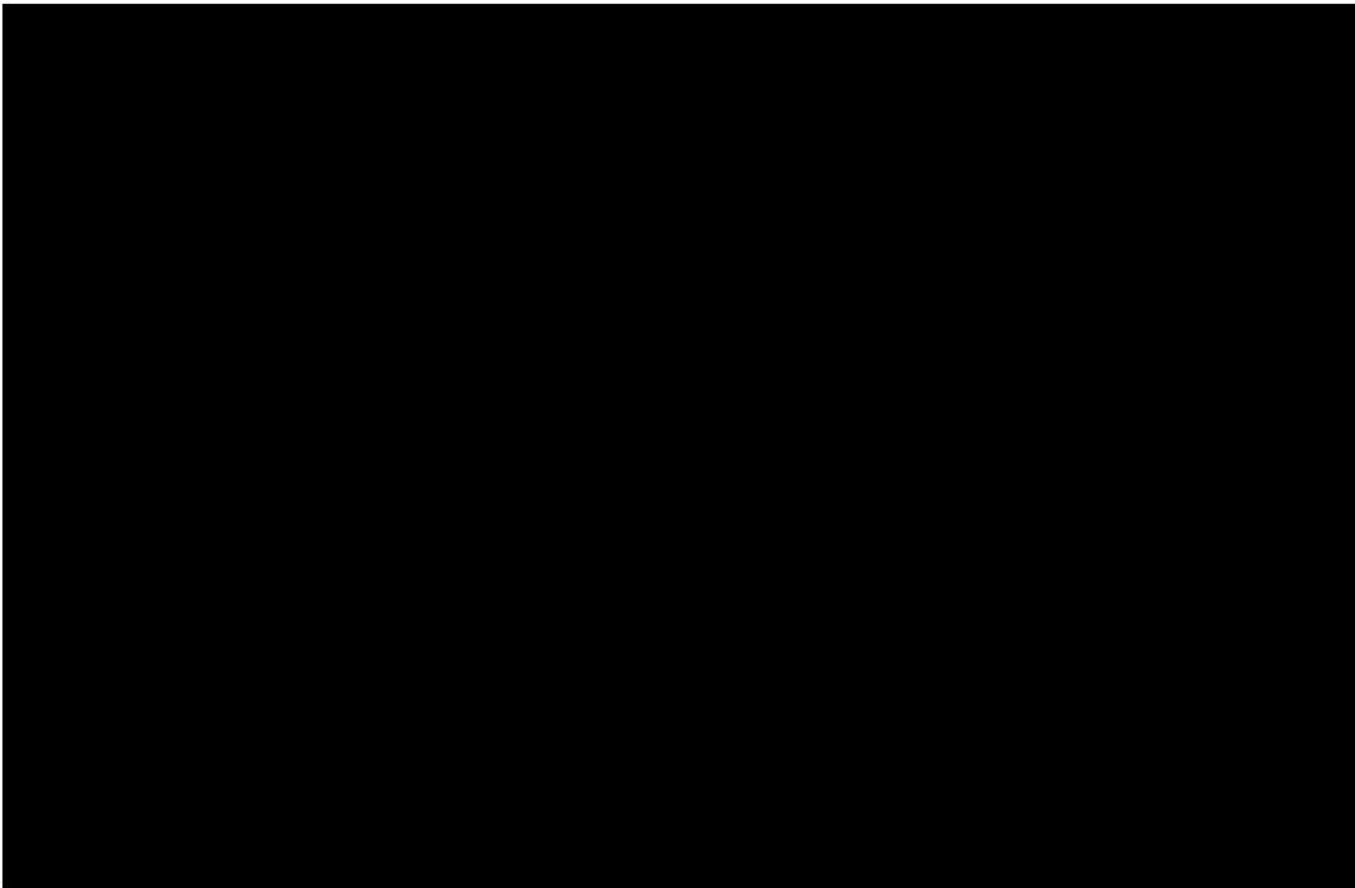
085.2223 (a) The Director of Finance presented the overview of the amendments. It was noted that as part of the changes, recognition guidance was being expanded to bring it in line with International Financial Reporting Standards (IFRS) and the distinction between operating and financial leases was being removed. All leases would require an asset and a liability to be recognised on the balance sheet. There would be no material impact for the University.

RISK MANAGEMENT

Corporate Risk Register and Annual Review of Operational Risk Management

Hamid Ghafoor (BDO) left the meeting during this item.

Minutes 086 and 087.2223 are exempt from publication under the provisions of Section 43 (Commercial Interests) of the Freedom of Information Act 2000.



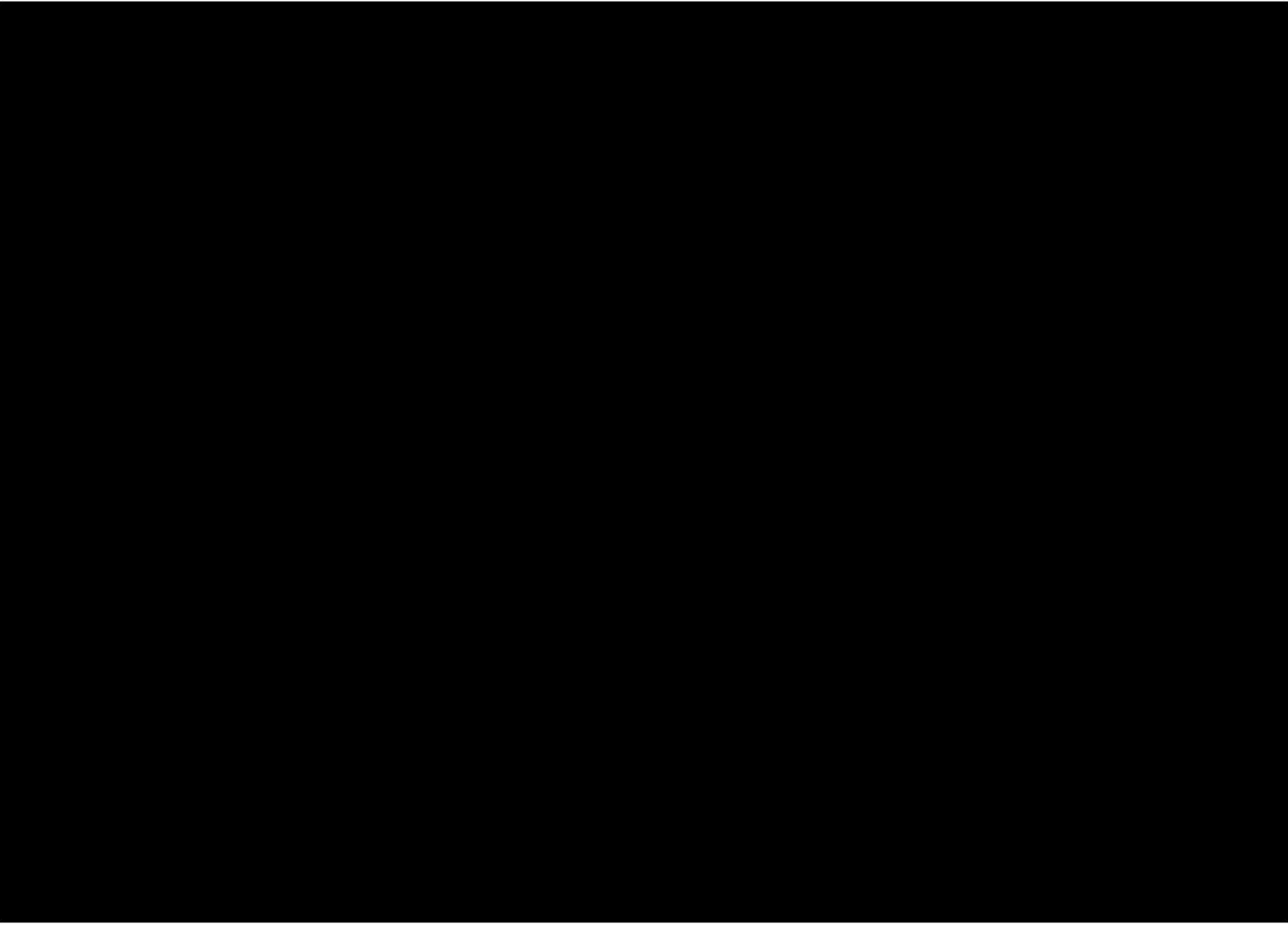


Board Assurance Framework update

088.2223 (a) The Deputy Secretary presented the report which set out the detail for Research & Innovation and Alignment. The Assurance Framework had been developed to complement the corporate risk register and linked directly to the Strategic Planning Framework. The Assurance Framework would be presented in full at the June meeting of the Committee alongside the internal audit plan for 2023/24.

Update on Ofsted

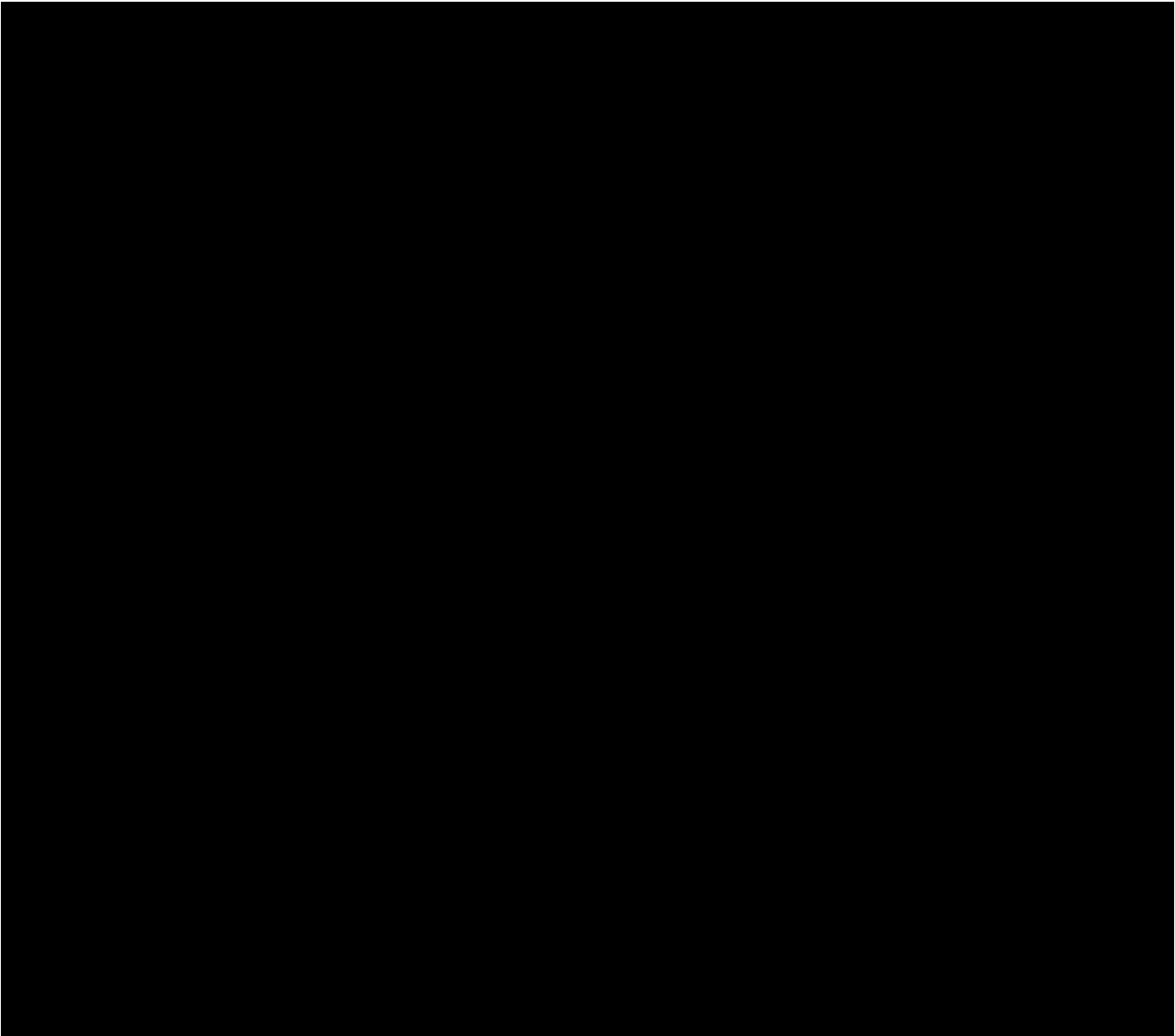
Minute 090.2223 is exempt from publication under the provisions of Section 43 (Commercial Interests) of the Freedom of Information Act 2000.





Risk Management Deep Dive: Financial sustainability

Minute 090.2223 is exempt from publication under the provisions of Section 43 (Commercial Interests) of the Freedom of Information Act 2000.

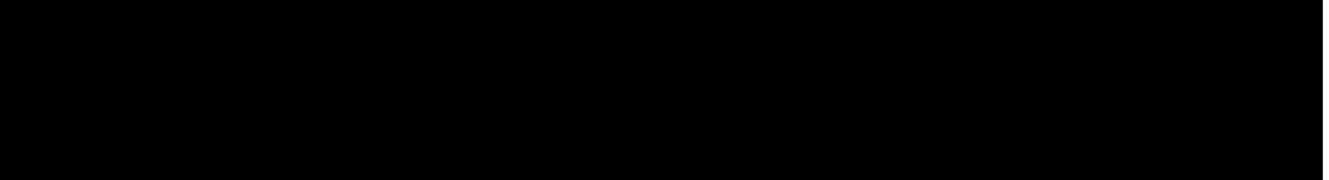




Risk Management Deep Dive: Business Continuity Planning

Part of minute 091.2223 is exempt from publication under the provisions of Section 43 (Commercial Interests) of the Freedom of Information Act 2000.

091.2223 (a) The Deputy Secretary presented the report which had been deferred from the Committee's meeting in November. During the last year, the University had developed a business continuity framework to extend its resilience and preparedness for managing business interruptions. A particular focus had been the engagement of all Schools and Services in the development of local business continuity plans.



(c) The Vice Chancellor commended the Deputy Secretary and Registrar & Secretary on leading the University's business continuity agenda, particularly during the Covid-19 pandemic which the Committee reiterated.

INTERNAL AUDIT

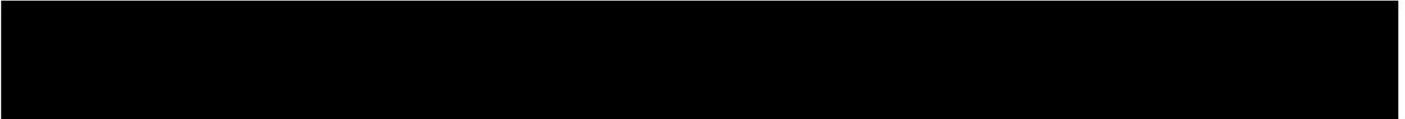
Sector Briefing – Governance and OfS Compliance

092.2223 The briefing note from Uniac was noted by the Committee.

Internal audit Plan 2022/23: Progress report

Minute 094.2223 is exempt from publication under the provisions of Section 41 (Information provided in confidence) of the Freedom of Information Act 2000.

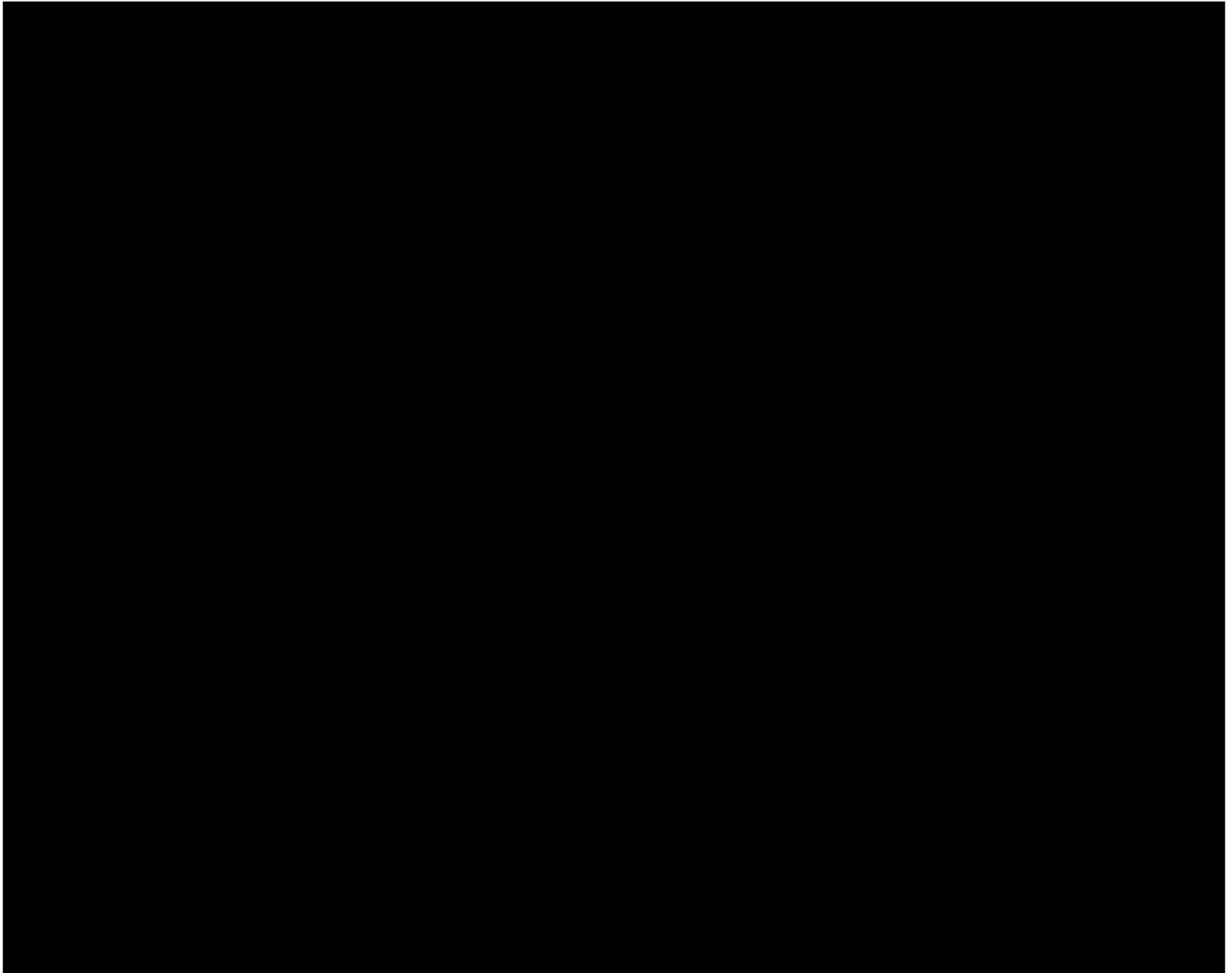
093.2223 (a) Joe Johnson, Uniac, reported that three reports had been finalised and were on the agenda for the Committee meeting along with an interim report on Part 2 of the Payroll internal audit.



Trevor Armour, Director of Estates, joined the meeting for this item.

Internal Audit Report: Health & Safety Arrangements

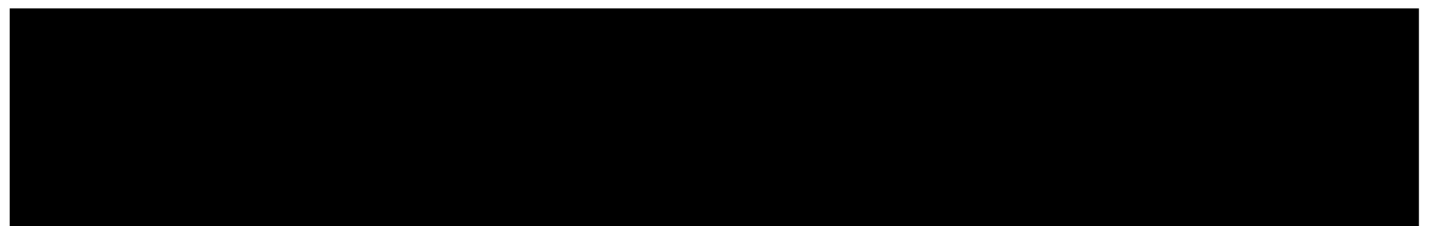
Minute 091.2223 is exempt from publication under the provisions of Section 43 (Commercial Interests) of the Freedom of Information Act 2000.

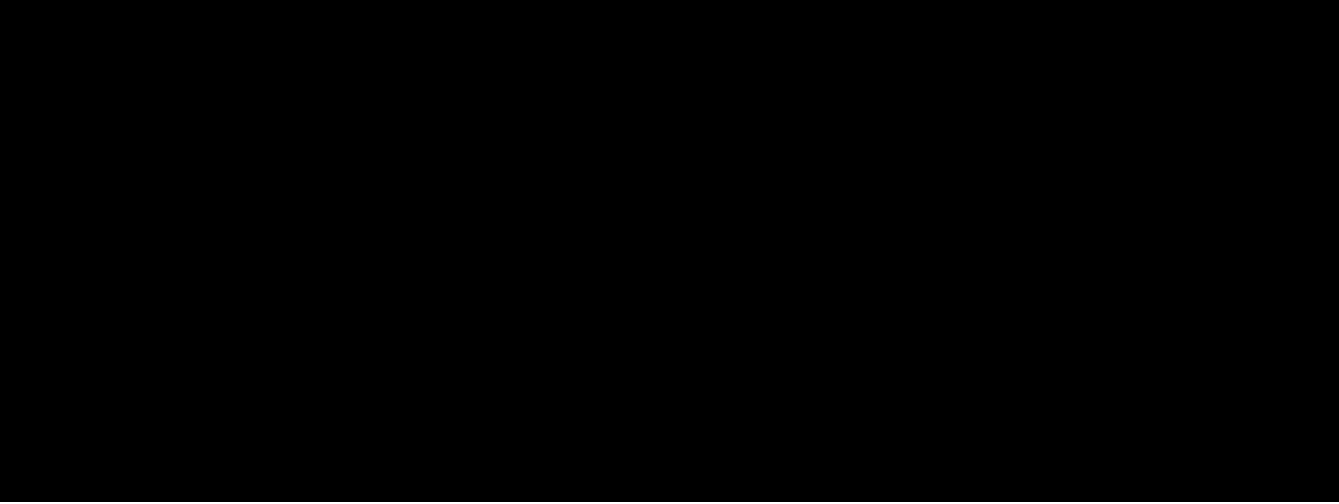


Trevor Armour left the meeting.

Minute 096.2223 is exempt from publication under the provisions of Section 43 (Commercial Interests) of the Freedom of Information Act 2000.


Internal Audit Report: Research Income Growth





Internal Audit Report: Student hardship funds

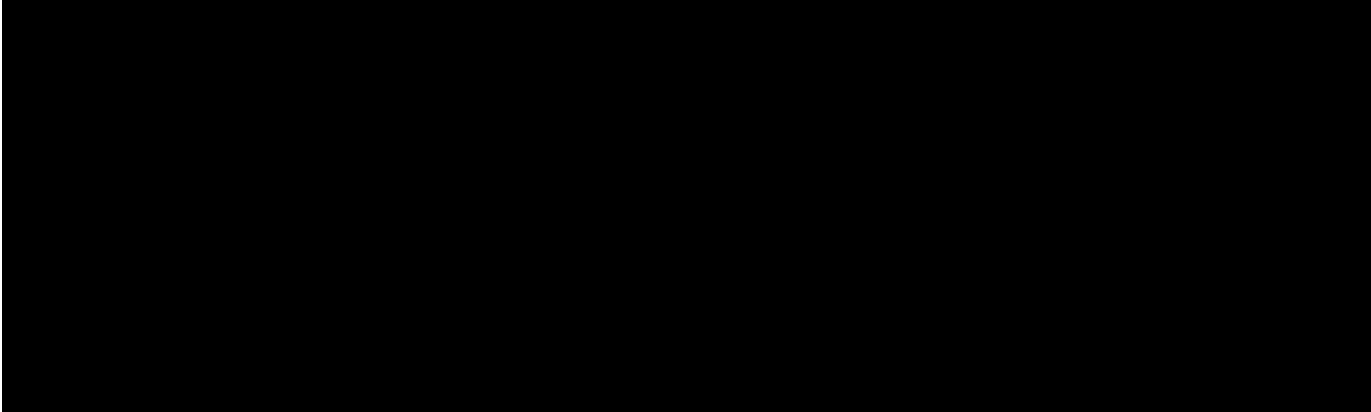
Minute 097.2223 is exempt from publication under the provisions of Section 43 (Commercial Interests) of the Freedom of Information Act 2000.



Heather Paver, Executive Director of Human Resources, and Sarah Swales, Deputy Director, joined the meeting.

West Yorkshire Pension Fund Contribution – Update

Minute 098.2223 is exempt from publication under the provisions of Section 41 (Information provided in confidence) of the Freedom of Information Act 2000.





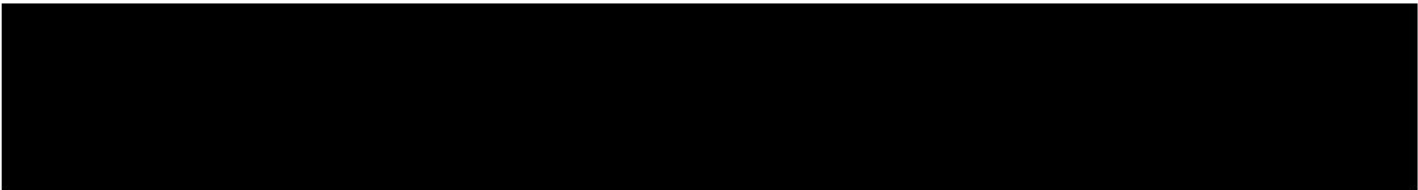
Internal Audit Report: Payroll – Interim Findings

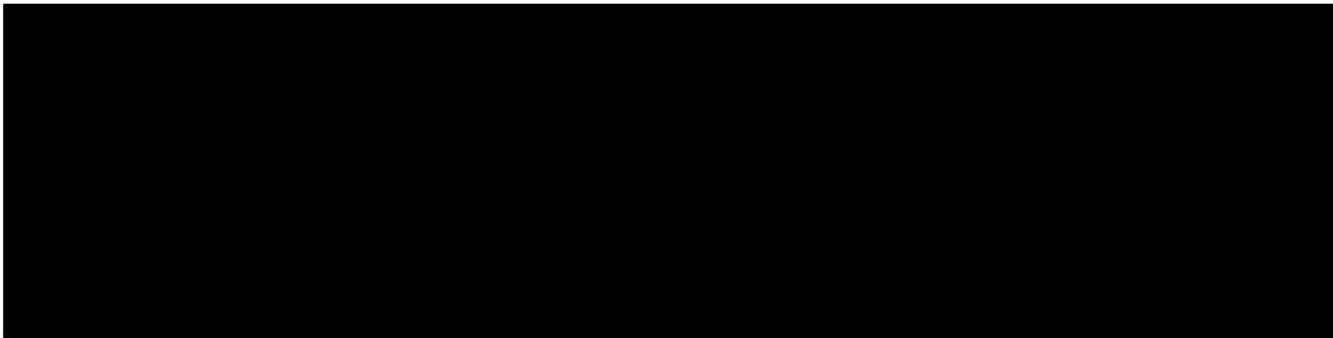
Minute 099.2223 is exempt from publication under the provisions of Section 41 (Information provided in confidence) of the Freedom of Information Act 2000.



Internal Audit Report: HR Data Management follow up

Minute 100.2223 is exempt from publication under the provisions of Section 41 (Information provided in confidence) of the Freedom of Information Act 2000.

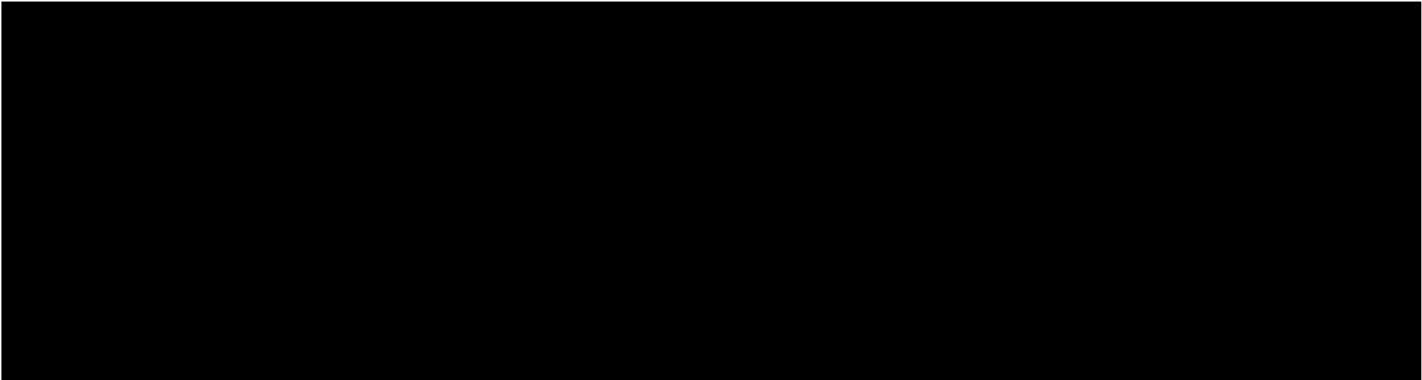




Heather Paver and Sarah Swales left the meeting.

Internal Audit Implementation of Recommendations: Progress Report

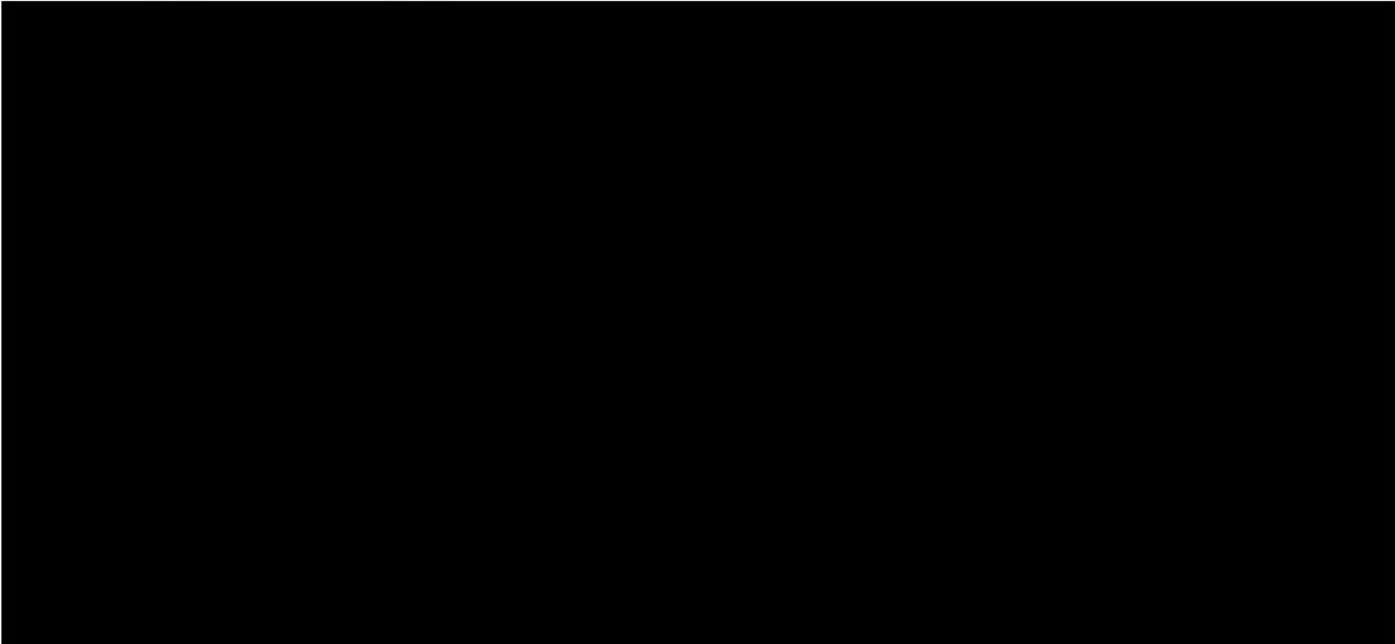
Minute 104.2223 is exempt from publication under the provisions of Section 43 (Commercial Interests) of the Freedom of Information Act 2000.



GOVERNANCE AND COMPLIANCE

UKVI Mock Audit Outcome

Minute 102.2223 is exempt from publication under the provisions of Section 43 (Commercial Interests) of the Freedom of Information Act 2000.





Reportable Events Update

103.2223 There had been no new reportable events since the Committee had last met.

Other Business

Schedule of meetings and business 2022/23

104.2223 The schedule of business for the rest of the academic year was noted.

Date of next meeting

105.2223 The next meeting of the Committee would be held 10:00 – 13:00 on Friday 28 April 2023, via Microsoft Teams. This would be preceded by a pre-meeting of the governors and the auditors from 09:30.

Other business

106.2223 No other business was raised.

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

Signed: _____ Date: _____