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**. 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 04 November 2022	AUD-2223-028 **CONFIDENTIAL**	N Whitaker
4	Matters Arising	AUD-2223-029 **CONFIDENTIAL**	N Whitaker
5	Chair's Action	Verbal	N Whitaker
FINANCIAL MATTERS		**Item**	**Led by**
6	Annual Review of Financial Regulations	AUD-2223-030 **CONFIDENTIAL**	P Harrison
7	Transparent Approach to Costing (TRAC) return	AUD-2223-031 **CONFIDENTIAL**	P Harrison
8	Annual Procurement update	AUD-2223-032 **CONFIDENTIAL**	P Harrison
9	Accounting Developments Update: FRED 82 Proposed amendments to FRS 102	AUD-2223-033 **CONFIDENTIAL**	P Harrison
RISK MANAGEMENT		**Item**	**Led by**
10	Corporate Risk Register and Annual Review of Operational Risk Management	AUD-2223-034 **CONFIDENTIAL**	C Thomas
11	Board Assurance Framework update	AUD-2223-035 **CONFIDENTIAL**	A Kennell

12	Update on Ofsted	AUD-2223-036 **CONFIDENTIAL**	Professor P Slee
13	Risk Management Deep Dive: Financial sustainability	AUD-2223-037 **CONFIDENTIAL**	P Harrison
14	Risk Management Deep Dive: Business Continuity Planning	AUD-2223-038 **CONFIDENTIAL**	A Kennell

INTERNAL AUDIT		**Item**	**Led by**
15	Sector Briefing – Governance and OfS Compliance	**CONFIDENTIAL** AUD-2223-039	Uniac
16	Internal audit Plan 2022/23: Progress report	AUD-2223-040 **CONFIDENTIAL**	Uniac
17	Internal Audit Report: Health & Safety Arrangements	AUD-2223-041 **CONFIDENTIAL**	Uniac T Armour
18	Internal Audit Report: Research Income Growth	AUD-2223-042 **CONFIDENTIAL**	Uniac P Harrison
19	Internal Audit Report: Student hardship funds	AUD-2223-043 **CONFIDENTIAL**	Uniac P Harrison
20	West Yorkshire Pension Fund Contribution – Update	AUD-2223-044 **CONFIDENTIAL**	H Paver /S Swales
21	Internal Audit Report: Payroll – Interim Findings	AUD-2223-045 **CONFIDENTIAL**	Uniac H Paver
22	Internal Audit Report: HR Data Management follow up	AUD-2223-046 **CONFIDENTIAL**	H Paver / S Swales
23	Internal Audit Implementation of Recommendations: Progress Report	AUD-2223-047 **CONFIDENTIAL**	A Kennell

GOVERNANCE AND COMPLIANCE		**Item**	**Led by**
24	UKVI Mock Audit Outcome	AUD-2223-048 **CONFIDENTIAL**	A Kennell / C Thomas
25	Reportable Events Update	AUD-2223-049 **CONFIDENTIAL**	A Kennell

DRAFT

OTHER BUSINESS	Item	Led by
26 Schedule of Business 2022/23	AUD-2223-050	N Whitaker
27 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 28 April 2023, via Microsoft Teams.

This will be preceded by a pre-meeting of the governors and the auditors from 09:30.

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.*

Schedule of Business

Purpose of Report

The report presents the Audit Committee's schedule of business for 2022-23 and will be considered at each meeting across the academic year and updated accordingly.

For this and future meetings members of the Committee will be invited to contribute to the agenda, with items for future meetings added to the schedule.

Action Requested

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

Author

Name: Susie Bradford, Governance Officer

Date: February 2023

LEEDS BECKETT UNIVERSITY

Audit Committee Schedule of Business – 2022/23

Friday 04 November 2022, 10:00 – 13:00 (09:30 pre-meeting)	**Friday 24 February 2023, 10:00 – 13:00,** (09:30 pre-meeting)	**Friday 28 April 2023, 10:00 – 13:00** (09:30 pre-meeting)	**Friday 23 June 2023, 10:00 – 13:00** (09:30 pre-meeting)
Report deadline: Wednesday 26 October 2022	Report deadline: Wednesday 15 February 2023	Report deadline: Wednesday 19 April 2023	Report deadline: Wednesday 14 June 2023

• Terms of Reference & Membership
• Update on Degree Apprenticeships, OfSTED and ESFA actions and preparation
• Board Assurance Framework - update
• External Audit Report / External Management Letter for the Year Ended 31 July 2022
• Draft Financial Statements for the Year Ended 31 July 2022
• Internal Audit Annual Opinion 2021/22
• Annual Data Assurance Report 2021/22
• Annual Report on Fraud and irregularity, bribery, and public interest disclosures ('whistleblowing') 2021/22
• Annual Assurance of Compliance with OfS Conditions of Registration
• Prevent Annual Accountability and Data Return
• Audit Committee Annual Report and Opinion for the Year Ended 31 July 2022
• Internal Audit Plan 2022/23 (updated)
 	
• Internal Audit Reports:
  1. CRM Project Assurance
  2. HR Data Management
  3. Governance of Concordat for Research Integrity
 	
• Research Misconduct & Research Integrity - Annual Report
 	
Reserved Business
• Internal Audit Feedback Report and Review 2021/22
• External Audit Review 2021/22
• External Audit Tender Update (Matters Arising)
	• Annual Review of Operational Risk Management (append to corporate risk register)
	• Risk Management Deep Dive: Business Continuity Planning
	• Risk Management Deep Dive: Financial
	• Board Assurance Framework - update
	• Update on OfSTED
	• HR Data Management – audit follow up
	• UKVI Mock Audit Outcome
	
	• Internal Audit Reports: (Uniac)
	  1. Health & Safety Arrangements
	  2. Payroll
	  3. Grant Capture Process for Research
	  4. Student hardship funds
	
	• Annual review of Financial Regulations
	• Annual Procurement update
	• Accounting Update: Amendments to FRS102
	• Transparent Approach to Costing (TRAC) return
		• Risk Management Policy and Appetite Statement
		• Risk Management Deep Dive: Academic collaborative provision
		• Risk Management Deep Dive: IT and digital infrastructure
		
		• Internal Audit Reports: (Uniac)
		  1. Compliance with OfS 'B' Conditions
		  2. HESA data futures audit
		  3. Apprenticeships Data Audit
		  4. International student experience
		
		• Post-audit review (Uniac)
		• Anti-Bribery and Corruption Policy
		• Counter Fraud Policy
		• Whistleblowing ('Public Interest Disclosure') Policy and Procedure
		• Draft External Audit Planning Report for Year ended 31 July 2023
			• Overview of corporate risk profile across 2022/23
			• Risk Management Deep Dive: TBC
			
			• Internal Audit Reports: (Uniac)
			  1. IT and Cyber
			  2. Governance
			  3. Planning Process
			  4. Student number forecasting
			
			• Post-audit review (Uniac)
			• Annual presentation of Board Assurance Framework
			• Draft Internal Audit Plan 2023/24
			• Annual Review of Committee Terms of Reference & Membership (changes recommended to the Board)
			• Draft Schedule of Business 2023/24
			
			November 2023
			
			• Internal Audit Reports: (Uniac)
			  1. Staff expenses
			  2. Estates

Standing items			
• Apologies, Declarations of Interest • Minutes of the last meeting • Matters arising (including update on compliance-related training) • Chair's Action (reporting any requests / approvals to engage the internal or external auditors for non-core audit work) • Corporate Risk Register • Internal Audit Progress Report • Sector Briefing Note (Uniac) • Reportable Events Update • Schedule of Business			

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