



Minutes of the 28 April 2023 meeting (held via MS Teams)

Present: Nick Whitaker (Chair), Qari Asim, Martin Barkley, David Morgan

In attendance: Dr David Ashton*, Professor Phil Cardew*, Clare De Arostegui, Eleanor Gallon, Phil Harrison, Kate Harvey (Secretary), Joe Johnson (Uniac), Alison Kennell, Tracey Lancaster, David Lowen, Heather Paver*, Professor Chris Prince*, Professor Peter Slee, Sarah Swales*, Caroline Thomas

Apologies: Professor Christina Hughes

Attendees' apologies: Keaton Davey (BDO), Hamid Ghafoor (BDO)

* *Present as indicated in the proceedings*

Preliminary Items

Declaration of interest

107.2223 No declarations of interest were made.

Minutes

108.2223 The Committee agreed that the minutes of its meeting on 24 February 2023 were an accurate record, subject to a minor correction to indicate Richard Young (Uniac) had given his apologies.

Matters arising

109.2223 (a) The Committee reviewed completion numbers for staff compliance-related training noting that numbers had dipped slightly for Fraud & Bribery Awareness & Prevention and that three of four categories remained below the 90% completion threshold.

(b) Caroline Thomas, Registrar & Secretary, noted that some fluctuations were to be expected which reflected the cyclical nature of refresher training in addition to new starters recently enrolled on the courses. There was more work to do and an opportunity following developments in information governance and the arrival of the new Director of IT Services to refresh training for these areas.

Chair's Action


110.2223 There was no new action by the chair to report.

Risk Management

Corporate Risk Register

Minute 111.2223 is exempt from publication under the provisions of Section 43 (Commercial Interests) of the Freedom of Information Act 2000.

111.2223

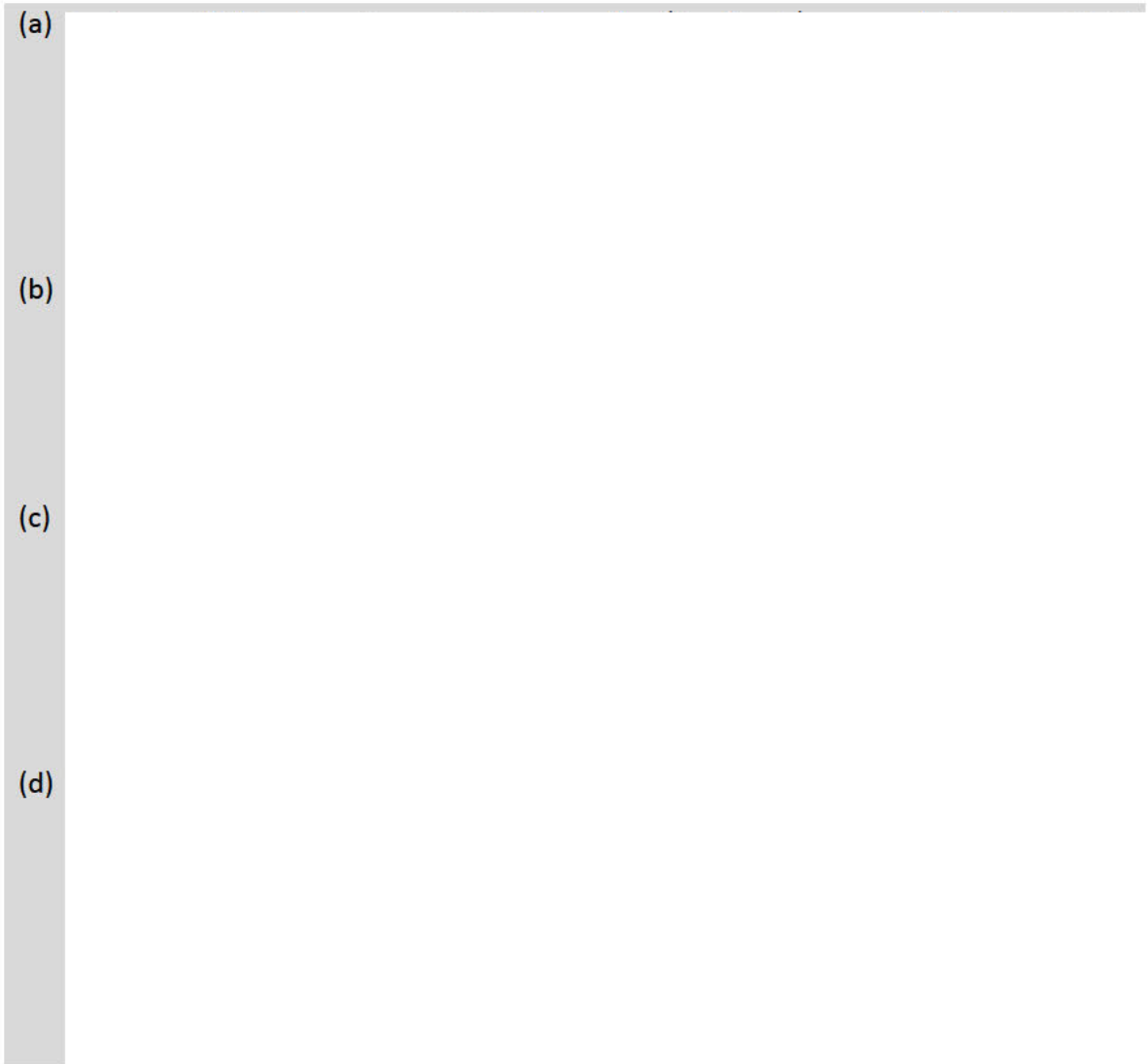




Risk Management Deep Dive: Academic collaborative provision

Minute 112.2223 is exempt from publication under the provisions of Section 43 (Commercial Interests) of the Freedom of Information Act 2000.

112.2223 (a)



(b)

(c)

(d)

Professor Phil Cardew left the meeting.

Internal Audit


Sector Briefing – Artificial Intelligence

113.2223 The Committee received a briefing note from Uniac highlighting key developments the use of Artificial Intelligence as it relates to the HE sector.

Implementation of Internal audit Recommendations – Q3 Progress report

Minute 114.2223 is exempt from publication under the provisions of Section 43 (Commercial Interests) of the Freedom of Information Act 2000.

114.2223



Post-audit review

Part of minute 115.2223 is exempt from publication under the provisions of Section 43 (Commercial Interests) of the Freedom of Information Act 2000.

115.2223 (a) Joe Johnson (Uniac) reported a clean bill of health following recent audits, noting that tracking of outcomes has been effective.

(b)

2022/23 Internal Audit Plan – Progress

Minute 116.2223 is exempt from publication under the provisions of Section 43 (Commercial Interests) of the Freedom of Information Act 2000.

116.2223

Internal Audit Report: International student experience

This item was taken following the Risk Management Deep Dive on Collaborative Provision.

Minute 117.2223 is exempt from publication under the provisions of Section 43 (Commercial Interests) of the Freedom of Information Act 2000.

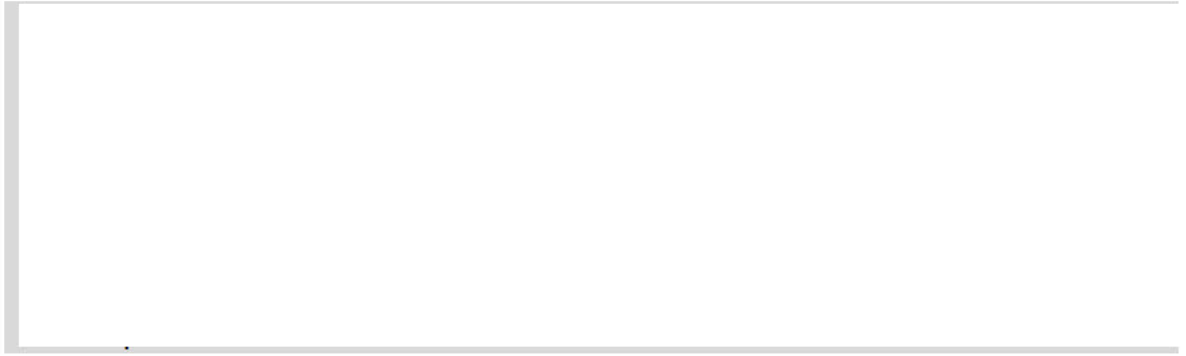
117.2223

Dr David Ashton left the meeting. Professor Chris Prince, Pro Vice Chancellor (Business Engagement), joined the meeting.

Internal Audit Report: ESFA Compliance

Minute 118.2223 is exempt from publication under the provisions of Section 43 (Commercial Interests) of the Freedom of Information Act 2000.

118.2223



Professor Chris Prince left the meeting. Heather Paver, executive Director of Human Resources and Sarah Swales, Deputy Director of Human Resources, joined the meeting.

Internal Audit Report: Payroll follow-up

Minute 119.2223 is exempt from publication under the provisions of Section 43 (Commercial Interests) of the Freedom of Information Act 2000.

119.2223



Heather Paver and Sarah Swales left the meeting.

Governance and Compliance

Anti-Bribery & Corruption and Counter Fraud Policies

120.2223 The Deputy Secretary reported that the policies had been subject to a scheduled review to ensure the contents were still relevant and in line with legal and regulatory requirements. The proposed changes included an update to the reporting statement in terms of no detrimental action against reports made in good faith and in terms of potential action taken against making false or malicious allegations. There were also minor updates to wording in line with the OfS Preventing Fraud on Campus blog (October 2022) and revised internal training released in 2022.

121.2223 The Committee **resolved** to approve the proposed amendments to the policies.

Reportable Events Update

122.2223 There had been no new reportable events since the Committee had last met.

Other Business

Schedule of meetings and business 2022/23

123.2223 The schedule of business for the rest of the academic year was noted.

Date of next meeting

124.2223 The next meeting of the Committee would be held at 10:00-13:00 on Friday 23 June 2023 via Microsoft Teams. This would be preceded by a pre-meeting of the governors and the auditors from 09:30.

Other business

125.2223 No other business was raised.

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

Signed: _____ Date: _____

Reserved Business

Whistleblowing disclosure

Minute 126.2223 is reserved to the Board and exempt from publication under the provisions of Section 41 (Information provided in confidence) of the Freedom of Information Act 2000.

126.2223

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

Signed: _____ Date: _____