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**. 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 last meeting held on 24 February 2023	AUD-2223-051 **CONFIDENTIAL**	N Whitaker
4	Matters arising	AUD-2223-052 **CONFIDENTIAL**	N Whitaker
5	Chair's Action	Verbal	N Whitaker

RISK MANAGEMENT		Item	Led by
6	Corporate Risk Register	AUD-2223-053 **CONFIDENTIAL**	C Thomas
7	Risk Management Deep Dive: Academic collaborative provision	AUD-2223-054 **CONFIDENTIAL**	Professor P Cardew
8	Risk Management Deep Dive: Student Recruitment	*Item deferred to 23 June 2023*	Dr D Ashton

INTERNAL AUDIT		Item	Led by
9	Sector Briefing – Artificial Intelligence	AUD-2223-056 **CONFIDENTIAL**	Uniac
10	Implementation of Internal audit Recommendations – Q3 Progress report	AUD-2223-057 **CONFIDENTIAL**	A Kennell
11	Post-audit review	AUD-2223-058 **CONFIDENTIAL**	Uniac
12	2022/23 Internal Audit Plan – Progress	AUD-2223-059	Uniac

13	Internal Audit Report: International student experience	AUD-2223-060 **CONFIDENTIAL**	Uniac Dr D Ashton / T Lancaster
14	Internal Audit Report: ESFA Compliance	AUD-2223-061 **CONFIDENTIAL**	Uniac Professor C Prince
15	Internal Audit Report: Payroll follow-up	AUD-2223-062 **CONFIDENTIAL**	Uniac H Paver / S Swales

GOVERNANCE AND COMPLIANCE	**Item**	**Led by**
16 Anti-Bribery & Corruption and Counter Fraud Policies	AUD-2223-063 **CONFIDENTIAL**	A Kennell
17 Reportable Events Update	AUD-2223-064 **CONFIDENTIAL**	A Kennell

OTHER BUSINESS	**Item**	**Led by**
18 Schedule of Business 2022/23	AUD-2223-065	N Whitaker
19 Other Urgent Business		N Whitaker

Details of next meeting:
The next meeting of the Committee will be held at 10:00-13:00 on Friday 23 June 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.

RESERVED BUSINESS		
20 Whistleblowing disclosure	Verbal	C Thomas

DRAFT

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: April 2023

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 (KPMG): - CRM Project Assurance - HR Data Management - 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) - Health & Safety Arrangements - Payroll (part 1) - Grant Capture Process for Research - Student hardship funds - Annual review of Financial Regulations - Annual Procurement update - Accounting Update: Amendments to FRS102 - Transparent Approach to Costing (TRAC) return	- Risk Management Deep Dive: Academic collaborative provision - Risk Management Deep Dive: Student Recruitment - Internal Audit Reports: (Uniac) - ESFA Compliance - International student experience - Payroll (part 2) - Post-audit review (Uniac) - Anti-Bribery and Corruption Policy - Counter Fraud Policy **Reserved Business** - Whistleblowing disclosure	- Risk Management Policy and Appetite Statement - Overview of corporate risk profile across 2022/23 (append to corporate risk register) - Risk Management Deep Dive: IT and digital infrastructure - Internal Audit Reports: (Uniac) - Governance - Planning Process - HESA data futures - Compliance with OfS 'B' Conditions - Staff expenses - Draft External Audit Planning Report for Year ended 31 July 2023 - Annual presentation of Board Assurance Framework - Draft Internal Audit Plan 2023/24 - Whistleblowing ('Public Interest Disclosure') Policy and Procedure - Annual Review of Committee Terms of Reference & Membership (changes recommended to the Board) - Draft Schedule of Business 2023/24 **November 2023** - Post-audit review (Uniac) 2023/24 Internal Audit Reports: (Uniac) - Student number forecasting
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 (implementation of recommendations) - Sector Briefing Note (Uniac) - Update on progress of internal audit plan (Uniac) - Reportable Events - 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