

AGENDA

The meeting will be held at 10:00 via Microsoft Teams

A pre-meeting of the governors and the auditors 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 meetings held on 10 November 2023 and 26 January 2024 | AUD-2324-032 AUD-2324-033 CONFIDENTIAL | N Whitaker |
| 4 | Matters arising | AUD-2324-034 CONFIDENTIAL | N Whitaker |
| 5 | Chair's Action | Verbal | N Whitaker |
| FINANCIAL MATTERS | | Item | Led by |
| 6 | Annual review of Financial Regulations | AUD-2324-035 CONFIDENTIAL | C de Arostegui |
| 7 | Annual Procurement update | AUD-2324-036 CONFIDENTIAL | C de Arostegui |
| RISK MANAGEMENT | | Item | Led by |
| 8 | Risk Management Deep Dive: Cyber Security | Presentation | L Etherington L Gladstone |
| 9 | Corporate Risk Register | AUD-2324-037 CONFIDENTIAL | A Bolshaw |
| INTERNAL AUDIT | | Item | Led by |
| 10 | Internal Audit Report: Cyber Security | AUD-2324-038 CONFIDENTIAL | Uniac / L Etherington |

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|----|--|-------------------------------------|------------------------|
| 11 | Internal Audit Report: Modern Slavery | AUD-2324-039 CONFIDENTIAL | Uniac / C de Arostegui |
| 12 | Internal Audit Report: SLC Data Audit | AUD-2324-040 CONFIDENTIAL | Uniac / A Bolshaw |
| 13 | Internal Audit Report: UKVI Compliance | AUD-2324-041 CONFIDENTIAL | Uniac / A Bolshaw |
| 14 | Implementation of Internal Audit Recommendations – Progress report | AUD-2324-042 CONFIDENTIAL | A Kennell |
| 15 | Internal Audit Plan Progress Report 2023/24 | AUD-2324-043 CONFIDENTIAL | Uniac |

GOVERNANCE AND COMPLIANCE

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|----|--|-------------------------------------|-----------|
| 16 | Whistleblowing ('Public Interest Disclosure') Policy and Procedure | AUD-2324-044 CONFIDENTIAL | A Kennell |
| 17 | Engagement of auditors for non-audit services Policy and Procedure | AUD-2324-045 CONFIDENTIAL | A Bolshaw |
| 18 | Compliance Training Statistics | AUD-2324-046 CONFIDENTIAL | A Kennell |
| 19 | Reportable Events update | AUD-2324-047 CONFIDENTIAL | A Kennell |

OTHER BUSINESS

| | Item | Led by | |
|------|------------------------------|-----------------------------|------------|
| 20 * | Schedule of Business 2023/24 | AUD-2324-048 OPEN | N Whitaker |
| 21 | Other Urgent Business | Verbal | N Whitaker |

Details of next meeting:

The next meeting of the Committee will be held at 10:00-13:00 on Friday 21st June 2024 via Microsoft Teams. This will be preceded by a pre-meeting of the governors and the auditors from 9:30.

Shaded items indicate that the Board / 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*

The external and internal auditors will be asked to leave the meeting for the reserved business.

RESERVED BUSINESS

| | | | |
|----|--------------------------------------|--------|----------------|
| 22 | External Audit Tender FY 2025 update | Verbal | C de Arostegui |
|----|--------------------------------------|--------|----------------|

Those in attendance will be asked to leave the meeting for item 22.

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|----|--------------------------|--------|-----------|
| 23 | Whistleblowing complaint | Verbal | A Bolshaw |
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|----|--------------------|--------|-----------|
| 24 | Ongoing fraud case | Verbal | A Bolshaw |
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Audit Committee Schedule of Business – 2023/24

| Friday 10 November 2023, 10:00 – 13:00 (09:30 pre-meeting) | Friday 26 January 2024, 10:00 – 10:45 | Friday 22 March 2024, 10:00 – 13:00 (09:30 pre-meeting) | Friday 21 June 2024, 10:00 – 13:00 (09:30 pre-meeting) |
|--|--|--|---|
| Report deadline: Thursday 2 November 2023 | Report deadline: Thursday 18 January 2024 | Report deadline: Thursday 14 March 2024 | Report deadline: Thursday 13 June 2024 |
| <ul style="list-style-type: none"> • Terms of Reference & Membership • <u>External Audit Completion Report for the Year Ended 31 July 2023</u> • <u>Draft Financial Statements for the Year Ended 31 July 2023</u> • Internal Audit Reports (2022/23): • <u>Staff Expenses</u> • <u>Student Number Forecasting</u> • <u>Planning Process</u> • <u>Post-audit review (Uniac)</u> • Internal Audit Annual Opinion 2022/23 • <u>Annual Data Assurance Report 2022/23</u> • Annual Report on Fraud and irregularity, bribery, and public interest disclosure ('whistleblowing') 2022/23 • Reportable events annual report 2022/23 • Research Misconduct & Research Integrity - Annual Report • <u>Annual Review of Operational Risk Management (append to corporate risk register)</u> • <u>Annual assurance of compliance with OfS conditions of registration</u> • <u>Prevent Annual Accountability and Data Return</u> • Audit Committee Annual Report and Opinion for the Year Ended 31 July 2023 • Final Internal Audit Plan 2023/24 • <u>Whistleblowing ('Public Interest Disclosure') Policy and Procedure</u> • <u>Fraud & Bribery Response Plan</u> • Conflict of Interest Policy (for information, following Governance & Nominations Committee) Reserved Business • Internal Audit Feedback Report and Review 2022/23 • External Audit Review 2022/23 • External Audit Tender FY 2025 | <ul style="list-style-type: none"> • <u>Transparent Approach to Costing (TRAC) return</u> • Research England Review of Higher Education Innovative Funding Reserved Business • External Audit Tender FY 2025 update | <ul style="list-style-type: none"> • Risk Management Deep Dive: Cyber Security • Internal Audit Reports: <ul style="list-style-type: none"> - <u>Modern Slavery</u> - <u>Cyber Security</u> - <u>SLC Data</u> - <u>UKVI Compliance</u> • <u>Annual review of Financial Regulations</u> • <u>Annual Procurement update</u> • <u>Whistleblowing ('Public Interest Disclosure') Policy and Procedure</u> • <u>Engagement of auditors for non-audit services - Policy and procedure</u> Reserved Business • External Audit Tender FY 2025 update | <ul style="list-style-type: none"> • <u>Overview of corporate risk profile across 2023/24 (append to corporate risk register)</u> • <u>Risk Management Deep Dive: Emerging Risks (proposed)</u> • <u>Risk Management Deep Dive: Academic Risks (proposed)</u> • <u>Board Assurance Framework annual review</u> • Internal Audit Reports: <ul style="list-style-type: none"> - <u>Fraud Awareness</u> - <u>Asset Management</u> - <u>HEBCI Follow-up</u> - <u>ESFA Follow-up</u> • <u>Post-audit review (Uniac)</u> • <u>Draft Internal Audit Plan 2024/25</u> • <u>Draft External Audit Planning Report for Year ended 31 July 2024</u> • Annual Review of Committee Terms of Reference & Membership (changes recommended to the Board) • Ethics and Integrity Framework (for information, following Governance & Nominations Committee) • Draft Schedule of Business 2024/25 Reserved Business • Internal Audit Contract Review |

Standing items

- Apologies, Declarations of Interest
- Minutes of the last meeting
- Matters arising
- Chair's Action (for reporting any requests to engage the internal or external auditors for non-core audit work)
- Corporate Risk Register
- Internal Audit Progress Report
- Implementation of Internal Audit Recommendations
- Reportable Events Update
- Compliance Related Training Update
- Schedule of Business 2023/24

Key:

■ 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