*Last updated:* *27 June 2023*

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| **Audit Committee Schedule of Business – 2023/24** |
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| **Friday 10 November 2023, 10:00 – 13:00**  (09:30 pre-meeting) | **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 14 March 2024 | | Report deadline: Thursday 13 June 2024 |
| * Terms of Reference & Membership * Risk Management Deep Dive: TBC * External Audit Report / External Management Letter for the Year Ended 31 July 2023 * Draft Financial Statements for the Year Ended 31 July 2023 * Internal Audit Reports (2022/23): * Staff Expenses * Student Number Forecasting * Planning Process * Internal Audit Annual Opinion 2022/23 * Annual Data Assurance Report 2022/23 * Annual Report on Fraud and irregularity, bribery, and public interest disclosure (‘whistleblowing’) 2022/23 * Annual reportable events report 2022/23 * Research Misconduct & Research Integrity - Annual Report * Annual Review of Operational Risk Management (append to corporate risk register) * 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 2023 * Internal Audit Plan 2023/24 (updated) if required * Internal Audit Reports (2023/24): * TBC * Whistleblowing (‘Public Interest Disclosure’) Policy and Procedure * Conflict of Interest policy (for information, following Governance & Nominations Committee) * Fraud & Bribery Response Plan (for information)   **Reserved Business**   * Internal Audit Feedback Report and Review 2022/23 * External Audit Review 2022/23 * External Audit Tender FY 2025 | * Risk Management Deep Dive: TBC * Internal Audit Reports: * TBC * Post-audit review (Uniac) * Annual review of Financial Regulations * Annual Procurement update * Transparent Approach to Costing (TRAC) return * External Audit Tender Recommendations * Policy and procedure for engaging the University’s auditors for “non-core” audit services (for approval) * Ethics and Integrity Framework (for information, following Governance & Nominations Committee) | | * Overview of corporate risk profile across 2023/24 (append to corporate risk register) * Risk Management Deep Dive: TBC * Risk Management Policy and Risk Appetite Statement * Board Assurance Framework annual review * Internal Audit Reports: * TBC * Post-audit review (Uniac) * Draft Internal Audit Plan 2024/25 * Draft External Audit Planning Report for Year ended 31 July 2024 * Annual Review of Committee Terms of Reference & Membership (changes recommended to the Board) * Draft Schedule of Business 2024/25   **Reserved Business**   * Internal Audit Contract Review |
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| **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 * 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 | |