

AGENDA for the meeting on Friday 21 June 2019

The one hundredth meeting of the Audit Committee will be held at 13:30 in Room G05, Old Broadcasting House, City Campus.

This will be preceded by a pre-meeting of the governors and the auditors from 13:00.

13:30	Part A: Preliminary Items	Paper	Led by
A1	Apologies	Verbal	Secretary
A2	Declarations of Interest	Verbal	Chair
A3	Minutes of the last meeting held on 12 April 2019	AUD-2018-045 CONFIDENTIAL	Chair
A4	Matters Arising	AUD-2018-046 CONFIDENTIAL	Chair
13:45	Part B: Risk Management	Paper	Led by
B1	Risk Management: Deep Dive – Office for Students Compliance	AUD-2018-047 CONFIDENTIAL <i>TO FOLLOW</i>	C Thomas
B2	Corporate Risk and Assurance Register	AUD-2018-048 CONFIDENTIAL	C Thomas
B3	Risk Management Policy – Annual Review	AUD-2018-049 CONFIDENTIAL	C Thomas
14:10	Part C: Internal Audit Reports	Paper	Led by
C1	Internal Audit – Progress Report	AUD-2018-050 CONFIDENTIAL	KPMG
C2	Draft Internal Audit Plan 2019/20	AUD-2018-051 CONFIDENTIAL	KPMG

C3	<u>Internal Audit Reports</u>				
	(a) Teaching Excellence and Student Outcomes Framework (TEF)			AUD-2018-052 CONFIDENTIAL <i>TO FOLLOW</i>	KPMG
	(b) Student Number Forecasting Advisory Review			AUD-2018-053 CONFIDENTIAL <i>TO FOLLOW</i>	KPMG
15:30	Part D: Governance and Compliance				
	D1	Research Misconduct & Research Integrity – Annual Report 2018/19		AUD-2018-054 CONFIDENTIAL	W Hopkins
	D2	Annual Review of Committee Terms of Reference & Membership		Verbal	C Thomas
	D3	Draft Schedule of Business 2019/20		AUD-2018-055	C Thomas
15:50	Part E: Other Business			Paper	Led by
	E1	Other Urgent Business			Chair
	E2	Date of next meeting: <i>Friday 08 November 2019, 13:30 - 16:30, G05 Old Broadcasting House, City Campus</i>			
16:00	Part F: Reserved Business (Committee members and KPMG only)			Paper	Led by
	F1	Internal Audit Review		AUD-2018-056 CONFIDENTIAL	Chair

Holly Lewis

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 2019/20

Executive Summary

The Audit Committee's schedule of meetings and draft schedule of business for 2019/20 is attached and will be considered at each meeting across the academic year and updated accordingly.

Action Requested

The report is **for information**. The Committee is invited to receive and note the report, and to consider whether any additional items should be added to the 2019/20 schedule of business.

Appendices

None.

Author

Name: Holly Lewis
Job title: Governance Co-ordinator
Date: 10 May 2019

Approval Route

June 2019 *Caroline Thomas, University Secretary*

AUDIT COMMITTEE
Schedule of Business 2019/20

**recommendation made to the Board of Governors*

Friday 08 November 2019, 13:30 – 16:30, G05 Old Broadcasting House	Friday 07 February 2020, 13:30 – 16:30, G05 Old Broadcasting House	Friday 17 April 2020, 13:30 – 16:30, G05 Old Broadcasting House	Friday 19 June 2020, 13:30 – 16:30, G05 Old Broadcasting House
<i>Report deadline: Tuesday 29 October 2019, 5pm</i>	<i>Report deadline: Tuesday 28 January 2020, 5pm</i>	<i>Report deadline: Tuesday 07 April 2020, 5pm</i>	<i>Report deadline: Tuesday 09 June 2020, 5pm</i>
<ul style="list-style-type: none"> • Terms of Reference & Membership • Risk Management Deep Dive <ul style="list-style-type: none"> ➤ TBC • Internal Audit 2018/19 Follow-up Report • Internal Audit Report <ul style="list-style-type: none"> ➤ TBC • Annual Value for Money Review 2018/19 • Information Governance and Data Quality Assurance Report 2018/19 • Internal Audit Annual Opinion 2018/19 • External Audit Report / External Management Letter for the year ended 31 July 2019* • Draft Financial Statements year ended 31 July 2019* • Audit Committee Annual Report and Opinion 2018/19* • Prevent Annual Monitoring report • Annual report on Fraud • Annual report on Compliance Matters 	<ul style="list-style-type: none"> • Risk Management Deep Dive <ul style="list-style-type: none"> ➤ TBC • Internal Audit Progress Report • Internal Audit Report <ul style="list-style-type: none"> ➤ TBC • Financial Regulations 2019 - Annual review* • Annual Procurement update • Transparent Approach to Costing (TRAC) return • Whistleblowing Policy/Procedure - Annual Review 	<ul style="list-style-type: none"> • Risk Management Deep Dive <ul style="list-style-type: none"> ➤ TBC • Internal Audit Progress Report • Internal Audit Report <ul style="list-style-type: none"> ➤ TBC • Transparent Approach to Costing for Teaching (TRAC(T)) return • Draft External Audit Strategy and Operational Plan 2020/21 • Risk Management Policy - Annual Review* • Counter-fraud & Anti-Bribery Policy and Fraud Response Plan - Annual Review 	<ul style="list-style-type: none"> • Risk Management Deep Dive <ul style="list-style-type: none"> ➤ TBC • Internal Audit Progress Report • Internal Audit Report <ul style="list-style-type: none"> ➤ TBC • Research Misconduct & Research Integrity - Annual Report • Draft Internal Audit Plan 2020/21 • Annual review of compliance with published information requirements • Annual Review of Committee Terms of Reference & Membership • Draft Schedule of Business 2020/21
Standing items			
<ul style="list-style-type: none"> • Corporate Risk and Assurance Register (last meeting of the year to include 2019/20 trends) • Internal Audit - Progress Report 			