

MINUTES of the 08 February 2019 meeting

Present:

Nick Whitaker (Chair)

Dr David Fletcher

Professor Peter Marsh

Gill Webber

In attendance:

Andrew Bush

Basem El-Haddadeh*

Kate Harvey (Secretary)

Professor Peter Slee

Stephen Clark

Robert Fenton

Mike Nelsey*

Dan Spiller

Sarah Coll*

Phil Harrison

Matthew Page*

Caroline Thomas

** present as indicated in the proceedings*

Apologies:

Michael Green

David Lowen

Professor Paul Smith

Part A: Preliminary Items

Declaration of interest

066.2018.AUD No declarations of interest were made.

Minutes

067.2018.AUD The Committee **AGREED** that the minutes of its meeting held on 02 November 2018 were an accurate record (paper reference AUD-2018-021).

Matters arising

068.2018.AUD The Chair set out the matters arising from the minutes of the previous meeting of the Audit Committee (paper reference AUD-2018-022). It was **reported** that there were no outstanding actions.

Secretary's note: Minute 069 to 071.2018.AUD are exempt from publication under section 43 (Commercial Interests) of the Freedom of Information Act 2000.

069.2018.AUD The Committee **agreed** that a progress update on TEF should be presented at the next meeting, 12 April 2019.

Part B: Risk Management

Corporate Risk and Assurance Register

072.2018.AUD The Committee reviewed the Corporate Risk and Assurance Register, presented by the University Secretary (paper reference AUD-2017-023).

Secretary's note: Minutes 073.2018.AUD & 074.2018.AUD are exempt from publication under section 43 (Commercial Interests) of the Freedom of Information Act 2000.

Secretary's note: Basem El-Haddadeh, Matthew Page and Mike Nelsey joined the meeting.

Risk Management – Deep Dive: Cyber Security

075.2018.AUD The Committee received an overview from the IT Security Manager of Leeds Beckett's current Cyber Security status, as well as activities taken since the KPMG internal audit in May 2018. An expert in Cyber Security from KPMG was in attendance to provide a view on progress made (paper reference AUD-2018-024)

Secretary's note: Minute 076.2018.AUD is exempt from publication under section 43 (Commercial Interests) of the Freedom of Information Act 2000.

Secretary's note: Basem El-Haddadeh, Matthew Page and Mike Nelsey left the meeting.

Part C: Financial Matters

Financial Regulations 2018 - Annual Review

077.2018.AUD The Committee reviewed a number of proposed updates to Leeds Beckett's financial regulations (paper reference AUD-2018-025). It was **reported** that the regulations had been reviewed by the Financial Services Leadership Team, who proposed no substantive changes but recommended that the Office for Students (OfS) was recognised in place of the Higher Education Funding Council for England (HEFCE) and the Office for Fair Access (OFFA), and that the University Secretary be referenced rather than the Secretary and Registrar.

078.2018.AUD The Committee **RECOMMENDED** the proposed changes to the Financial Regulations to the Board of Governors for approval.

Annual Transparent Approach to Costing (TRAC) Return

079.2018.AUD a) The Committee received the 2017/18 TRAC Return from the Director of Finance for review and retrospective approval (paper reference AUD-2018-026). It was **reported** that the TRAC Return formed part of the OfS' suite of Annual Accountability Returns.

- b) The return had been approved by the University Executive Team and submitted to the OfS on 22 January 2019, as permitted by the TRAC guidelines. The second return, TRAC(T), was due for submission by 28 February and the OfS required that, for the first time, this be approved by the Audit Committee prior to submission. Approval of the Chair by correspondence would be sought in order to meet the deadline given the timing of the submission.

Secretary's note: Minute 080.2018.AUD is exempt from publication under section 43 (Commercial Interests) of the Freedom of Information Act 2000.

081.2018.AUD

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| The Committee approved the Transparent Approach to Costing (TRAC) Return. |
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Part D: Internal Audit Reports

Internal Audit – Progress Report

082.2018.AUD The Committee received a report from KPMG, presenting an update on the progress of the current internal audit plan for 2018/19 and the implementation status of recommendations from previous audits (paper AUD-2018-027).

Secretary's note: Minute 083.2018.AUD is exempt from publication under section 43 (Commercial Interests) of the Freedom of Information Act 2000.

Internal Audit Reports

084.2018.AUD The Committee received a number of internal audit reports from KPMG (paper references AUD-2018-028, 029 and 030), which focused on the following areas:

- a) Risk Management;
- b) Student Loans Company (SLC) ledger reconciliation and data management; and
- c) Fraud Risk Management and Awareness Advisory Review.

Secretary's note: Minutes 085 to 088.2018.AUD are exempt from publication under section 43 (Commercial Interests) of the Freedom of Information Act 2000.

Part E: Governance & Compliance

Annual Procurement Update

Secretary's note: Sarah Coll joined the meeting.

089.2018.AUD The Committee received a report from the Head of Procurement, providing an overview of activities undertaken throughout 2017/18 within the procurement team, including its successes and areas of good practice (paper reference AUD-2018-031). Future plans that would support Leeds Beckett's Strategic Planning Framework and Financial Services' 5 Year Plan were also set out.

Secretary's note: Minute 090.2018.AUD is exempt from publication under section 43 (Commercial Interests) of the Freedom of Information Act 2000.

Secretary's note: Sarah Coll left the meeting.

Audit Committee Effectiveness Review

091.2018.AUD The Committee received a report from the Chair, which set out an overview of the responses to the Audit Committee effectiveness survey, which formed part of the wider survey undertaken by members of the Board in December 2018 (paper reference AUD-2018-032).

Secretary's note: Minutes 092 and 093.2018.AUD are exempt from publication under section 41 (Information provided in confidence) of the Freedom of Information Act 2000.

Part F: Other Business

Schedule of meetings and business for 2018/19

094.2018.AUD The Committee received its schedule of meetings and business for 2018/19 (paper reference AUD-2018-033). It was agreed that the deep dive into the implementation of the People Strategy scheduled for 12 April 2019 would be replaced by a deep dive into compliance with published information requirements, and that a follow-up report on the TEF would be requested from the Deputy Vice Chancellor Academic.

Other Urgent Business

095.2018.AUD No other business was raised.

Date of next meeting

096.2018.AUD The next meeting of the Audit Committee would be held at 13:30 on Friday 12 April 2019, in G05 Old Broadcasting House, City Campus.

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

Signed: _____ Date: _____