

AGENDA for the meeting on Friday 12 April 2019

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

13:30	Part A: Preliminary Items	Paper	Led by
A1	Apologies	Verbal Report	Secretary
A2	Declarations of Interest	Verbal Report	Chair
A3	Minutes of the last meeting held on 08 February 2019	AUD-2018-034 CONFIDENTIAL	Chair
A4	Matters Arising	AUD-2018-035 CONFIDENTIAL	Chair
13:45	Part B: Risk Management	Paper	Led by
B1	Risk management – Deep Dive: Published Information	AUD-2018-036 CONFIDENTIAL	B Colledge/ T Lancaster
B2	Risk management – Deep Dive: Teaching Excellence Framework	AUD-2018-037 CONFIDENTIAL	P Cardew
B3	Corporate Risk and Assurance Register	AUD-2018-038 CONFIDENTIAL	C Thomas
14:45	Part C: Financial matters	Paper	Led by
C1	Transparent Approach to Costing for Teaching (TRAC(T)) return	AUD-2018-039 CONFIDENTIAL	P Harrison
14:55	Part D: Internal Audit Reports	Paper	Led by
D1	Internal Audit – Progress Report	AUD-2018-040 CONFIDENTIAL	KPMG
D2	<u>Internal Audit Reports</u>		
	a) Key Financial Controls	AUD-2018-041 CONFIDENTIAL	KPMG

b) IT Project Governance

AUD-2018-042
CONFIDENTIAL

KPMG

15:10	Part E: External Audit	Paper	Led by
	E1 Draft External Audit Strategy and Operational Plan 2019/20	AUD-2018-043 CONFIDENTIAL	EY
15:30	Part F: Other Business	Paper	Led by
	F1 Schedule of Business 2018/19	AUD-2018-044	Chair
	F2 Other Urgent Business		Chair
	F3 Date of next meeting: <i>Friday 21 June 2019, 13:30 - 16:30, G05 Old Broadcasting House, City Campus</i>		

Kate Harvey

 *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 2018/19

Executive Summary

The report presents the Audit Committee's schedule of business for 2018/19, which 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 note the Schedule of Business and make suggestions for future agenda items throughout the year.

Appendices

Appendix A – Schedule of Business 2018/19

Author

Name: Kate Harvey
Job title: Executive Officer
Date: 04 April 2019

AUDIT COMMITTEE

Schedule of Business 2018/19

**recommendation made to the Board of Governors*

Friday 02 November 2018, 13:30 – 16:30, G07 Old Broadcasting House	Friday 08 February 2019, 13:30 – 16:30, G07 Old Broadcasting House	Friday 12 April 2019, 13:30 – 16:30, G07 Old Broadcasting House	Friday 21 June 2019, 13:30 – 16:30, G07 Old Broadcasting House
<i>Report deadline: Thursday 18 October 2018, 5pm</i>	<i>Report deadline: Thursday 29 January 2019, 5pm</i>	<i>Report deadline: Thursday 02 April 2019, 5pm</i>	<i>Report deadline: Thursday 11 June 2019, 5pm</i>
<ul style="list-style-type: none"> • Terms of reference & membership • Risk management Deep Dive – Teaching Excellence Framework (TEF) • Risk management Deep Dive – Research Excellence Framework (REF) • Internal Audit 2017/18 Follow-up Report • Internal Audit Strategy and Operational Plan 2018/19 • Internal Audit Report – GDPR II • Internal Audit Report – Fire Safety • Annual Value for Money Review 2017/18 • Information Governance / Data Quality Assurance Report 2017/18 • Internal Audit Annual Opinion 2017/18 • External Audit Report / External Management Letter for the year ended 31 July 2018* • Draft Financial Statements year ended 31 July 2018* • Audit Committee Annual Report and Opinion 2017/18* • Prevent Annual Monitoring report • Annual report on Compliance Matters 2017/18 • Annual report on Fraud 	<ul style="list-style-type: none"> • Risk management Deep Dive – Cyber Security • Internal Audit Progress Report • Internal Audit Report - Fraud • Internal Audit Report – Student Loans Company • Internal Audit Report – Risk Management • Financial Regulations 2018 - Annual review* • Annual Procurement update • Audit Committee Effectiveness Review • Transparent Approach to Costing (TRAC) return 	<ul style="list-style-type: none"> • Risk management Deep Dive - Published Information • Risk Management Deep Dive Follow-Up - TEF • Internal Audit Progress Report • Internal Audit Report – Key Financial Controls • Internal Audit Report – IT Project Governance • Transparent Approach to Costing for Teaching (TRAC(T)) return • Draft External Audit Strategy and Operational Plan 2019/20 	<ul style="list-style-type: none"> • Risk management Deep Dive – Office for Students (OfS) Compliance • Internal Audit Report – Student Number Forecasting • Annual report on Compliance Matters • Research Misconduct & Research Integrity – Annual Report • Draft Internal Audit Plan 2019/20 • Internal Audit Follow up report • Annual review of committee terms of reference & membership • Schedule of Business 2019/20
Standing items			
<ul style="list-style-type: none"> • Corporate Risk and Assurance Register • Internal Audit – Progress Report 			