

Audit Committee Schedule of Business 2019/20

**recommendation made to the Board of Governors*

Friday 08 November 2019, 10:00 – 13:00, G05 Old Broadcasting House (09:30 pre-meeting)	Friday 07 February 2020, 10:00 – 13:00, G05 Old Broadcasting House (09:30 pre-meeting)	Friday 17 April 2020, 10:00 – 13:00, G05 Old Broadcasting House (09:30 pre-meeting)	Friday 19 June 2020, 10:00 – 13:00, G05 Old Broadcasting House (09:30 pre-meeting)
<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: <i>Student Retention</i> • Internal Audit 2018/19 Follow-up Report • Internal Audit Plan 2019/20 (updated) • Internal Audit Reports: <ul style="list-style-type: none"> ➢ (18/19) Student Number Forecasting ➢ (18/19) UKVI Tier 4 ➢ Risk Management • Data Quality Management 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 for the Year Ended 31 July 2019 • *Audit Committee Annual Report and Opinion for the Year Ended 31 July 2019 • *Prevent Annual Accountability and Data Return • Annual Report on Fraud 	<ul style="list-style-type: none"> • Risk Management Deep Dive: <i>Financial Sustainability</i> • Internal Audit Progress Report • Internal Audit Reports: <ul style="list-style-type: none"> ➢ Admissions system review ➢ Governance: OfS compliance ➢ Income & Debt Management ➢ International Hub ➢ Research & Enterprise • *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: <i>TBC</i> • Internal Audit Progress Report • Internal Audit Reports: <ul style="list-style-type: none"> ➢ HEB-CI record ➢ Student Experience – School forums ➢ Degree Apprenticeships • 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: <i>TBC</i> • Internal Audit Progress Report • Internal Audit Reports: <ul style="list-style-type: none"> ➢ Data Governance ➢ Data Management in HR ➢ Estates • Draft Internal Audit Plan 2020/21 • 2019/20 Internal Audit Feedback • Research Misconduct & Research Integrity - Annual Report • Annual review of compliance with published information requirements • Annual Review of Committee Terms of Reference & Membership (*changes recommended to the Board) • 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 overview of the risk assessments across the academic year) • Internal Audit - Progress Report 			