



Annual Schedule of Business 2020–21

Outcome requested	<p>Audit and Risk Committee is asked to:</p> <p>[a] approve the Annual Schedule of Business for the academic year 2020–21;</p> <p>[b] consider topics for deep dives for inclusion in the schedule.</p>
Executive Summary	<p>[a] The schedule of business sets out the Committee’s plan of work for the 2020–21 academic year. It includes items that are required to ensure compliance with the Office for Students’ (OfS) Terms and conditions of funding for 2019–20.</p> <p>[b] During 2020–21, QMUL will be required to submit an annual accountability return to the OfS, the Committee will consider the following elements:</p> <ul style="list-style-type: none"> i. Signed audited financial statements for 2019–20; ii. Financial forecasts to 2024/25; iii. Audit Committee’s annual report for 2019–20; iv. Internal auditor’s annual report for 2019–20; v. External auditor’s management letter and the provider’s management response to this for 2019–20; vi. Value for money return. <p>An additional meeting has been put in the diary for 29 October to consider the external audit element prior to submission.</p> <p>[c] As in 2019 – 20, the TRAC return will need to be approved prior to submission. An additional meeting, held by video conference, will be scheduled in early 2021 for this purpose.</p>
QMUL Strategy:	The schedule of business relates to all aspects of the strategic plan.
Internal/External regulatory/statutory reference points:	OfS Terms and conditions of funding for 2019–20 CUC Handbook for Members of Audit Committees in Higher Education Institutions Annual Provider Review requirements
Strategic Risks:	
Equality Impact Assessment:	Not required
Subject to prior and onward consideration by:	For consideration by the Committee only.

Confidential paper under FOIA/DPA:	No.
Timing	The plan covers the academic year 2020–21.
Author	Nadine Lewycky, Assistant Registrar (Governance)
Date	27 August 2020
Senior Management/External Sponsor	David Willis, Chair of Audit and Risk Committee

Audit and Risk Committee Schedule of Business 2020–21

01 October 2020

The meeting will be preceded by an *in camera* meeting with the Internal Auditors.

Risk Management	Deep dive presentation (TBC)
	Strategic Risk Register
	Whistle blowing cases since the last meeting, including 2019–20 annual report
	Update on external risks
Financial Control	Fraud/financial irregularities occurring since the last meeting
	Value for Money annual report
Statutory and Regulatory Compliance	Annual report on research integrity
Internal Audit	KPMG update on internal audit recommendations
	Planned internal audit reports (TBC)
	Internal audit annual report 2019–20
External Audit	External Audit 2019 Management Letter: progress report on actions
	External Audit 2019 interim comments (oral report)
Committee Management and Reporting	ARC Annual Report 2019-20 Draft 1

29 October 2020

Statutory and Regulatory Compliance	External audit
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10 November 2020

The meeting will be preceded by an *in camera* meeting with the External Auditors.

Risk Management	Deep dive presentation (TBC)
	Whistle blowing cases since the last meeting
	Information Governance bi-annual update
Financial Control	Fraud/financial irregularities occurring since the last meeting
Statutory and Regulatory Compliance	Assurance arrangements for statutory returns
	Fire, Health and Safety annual report
	Interim update on compliance management
	Legal Compliance report
Internal Audit	Planned internal audit reports (TBC)
External Audit	Audited Financial Statements 2019–20
	External Audit Opinion on Financial Statements 2019–20
	External Audit Management Representation Letter
	External Audit annual report
Committee Management and Reporting	ARC Annual Report 2019–20 Draft 2

January 2021

Statutory and Regulatory Compliance	2019-20 TRAC process approval
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09 March 2021

Risk Management	Deep dive presentation (TBC)
	Strategic Risk Register
	Whistle blowing cases since the last meeting
Financial Control	Fraud/financial irregularities occurring since the last meeting
Statutory and Regulatory Compliance	Health and Safety Annual report
Internal Audit	Planned Internal Audit Reports (TBC)
	KPMG update on internal audit recommendations
	Annual review of Internal Auditor appointment
External Audit	External Audit Plan 2020–21 and fees
	Annual review of External Auditor appointment
Committee management and reporting	Review of Committee Terms of Reference, membership and effectiveness

08 June 2021

Risk Management	Deep dive presentation (TBC)
	Strategic Risk Register
	Whistle blowing cases since the last meeting
	Update on external risks
	Information Governance bi-annual update
Financial Control	Fraud/financial irregularities occurring since the last meeting
	Policies requiring review/approval (TBC)
Statutory and Regulatory Compliance	OfS assurance reports: Annual Funding Data Reconciliation Exercise
Internal Audit	Planned Internal Audit Reports (TBC)
	Internal audit plan 2020–21
Committee Management and Reporting	Annual Schedule of Business 2021–22