



Annual Schedule of Business 2021–22

<b>Outcome requested</b>	<p>Audit and Risk Committee is asked to:</p> <p>[a] <b>approve</b> the Annual Schedule of Business for the academic year 2021–22;</p> <p>[b] <b>consider</b> topics for deep dives for inclusion in the schedule.</p>
<b>Executive Summary</b>	<p>[a] The schedule of business sets out the Committee’s plan of work for the 2021–22 academic year. It includes items that are required to ensure compliance with the Office for Students’ (OfS) Terms and conditions of funding.</p> <p>[b] During 2021–22, 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"> <li>i. Signed audited financial statements for 2020–21;</li> <li>ii. Financial forecasts to 2025/26;</li> <li>iii. Audit Committee’s annual report for 2020–21;</li> <li>iv. Internal auditor’s annual report for 2020–21;</li> <li>v. External auditor’s management letter and the provider’s management response for 2020–21.</li> </ul>
<b>QMUL Strategy:</b>	The schedule of business relates to all aspects of the strategic plan.
<b>Internal/External regulatory/statutory reference points:</b>	<p>OfS Terms and conditions of funding</p> <p>CUC Audit Committees code of practice</p> <p>CUC Handbook for Members of Audit Committees in Higher Education Institutions</p> <p>Annual Provider Review requirements</p>
<b>Strategic Risks:</b>	Effective governance supports all aspects of the strategy.
<b>Equality Impact Assessment:</b>	Not required
<b>Subject to prior and onward consideration by:</b>	For consideration by the Committee only.
<b>Confidential paper under FOIA/DPA:</b>	No.
<b>Timing</b>	The plan covers the academic year 2021–22.
<b>Author</b>	Nadine Lewycky, Assistant Registrar (Governance)
<b>Date</b>	01 June 2021
<b>External Sponsor</b>	David Willis, Chair of Audit and Risk Committee

## Audit and Risk Committee Schedule of Business 2021–22

29 September 2021

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 2020–21 annual report
	Update on external risks
Financial Control	Fraud/financial irregularities occurring since the last meeting
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 2020–21
External Audit	External Audit 2020 Management Letter: progress report on actions
	External Audit 2021 interim comments (oral report)
	Draft narrative to the Financial Statements 2020–21
Committee Management and Reporting	ARC Annual Report 2020-21 Draft 1

09 November 2021

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
	Legal Compliance report
Internal Audit	Planned internal audit reports (TBC)
External Audit	Audited Financial Statements 2020–21
	External Audit Opinion on Financial Statements 2020–21
	External Audit Management Representation Letter
	External Audit annual report
Committee Management and Reporting	ARC Annual Report 2019–20 Draft 2

16 March 2022

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 interim update
Internal Audit	Planned Internal Audit Reports (TBC)
	KPMG update on internal audit recommendations
	Annual review of Internal Auditor appointment
External Audit	External Audit Plan 2021–22 and fees

	Annual review of External Auditor appointment
Committee management and reporting	Review of Committee Terms of Reference, membership and effectiveness, membership

23 June 2022

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 2021–22
Committee Management and Reporting	Annual Schedule of Business 2022–23