

AUDIT AND RISK COMMITTEE

A meeting of the committee will be held at **1500 hours** on **Thursday 2nd June 2016**, in the Robert Tong Room, Queens' Building, Mile End Campus.

DRAFT AGENDA

Part 1: Introduction		Paper	Committee Lead	Lead
1.	Welcome and apologies	Oral report	D Willis	N/A
2.	Meeting of 04 February 2016:	ARC2015/	D Willis	S Marshall
	<ul style="list-style-type: none"> • Non-confidential minutes • Confidential minutes • Executive summary 			
3.	Matters arising	ARC2015/	D Willis	S Marshall
	<ul style="list-style-type: none"> • Trade effluent consents 			
Part 2: Risk Management				
4.	'Deep dive' risk report (emergency planning and business continuity)	ARC2015/	N Choudhary	TBC
5.	Strategic risk management	ARC2015/	N Choudhary	Prof E Burke
6.	HEFCE Annual Assessment of Institutional Risk 2014–15	ARC2015/	N Choudhary	Prof E Burke
7.	Insurance cover level options	ARC2015/	N Choudhary	J Jones
8.	Whistleblowing cases since the last meeting	Oral report	N Choudhary	J Jones
Part 4: Financial Control				
9.	Fraud/financial irregularities occurring since the last meeting	Oral report	D Willis	J Jones
10.	Review of policies and regulations:	ARC2015/	D Willis	J Jones
	<ul style="list-style-type: none"> • Capital Expenditure Policy • Depreciation Policy • Financial Regulations • Public Interest Disclosure (Whistleblowing) Policy • Scheme of Delegation of Financial Authority 			
11.	Value for Money: update	ARC2015/	D Willis	E Bull

Part 5: Statutory and Regulatory Compliance

12.	Modern Slavery Act	ARC2015/	D Willis	E Bull
13.	Data quality reports			
	• Report on returns to HEFCE, HESA and the Student Loans Company	ARC2015/	D Willis	J Jones
	• Progress report on HEFCE data audit recommendations	ARC2015/	D Willis	J Morgan
	• *HEFCE annual HESA audit letter	ARC2015/	D Willis	D Marks

Part 6: Internal and External Audit

14.	Internal audit reports:	ARC2015/	M Tatton	KPMG
	• Finance systems (budgetary control, fixed assets and accounts receivable)			
	• Data Quality: HESA/HESES			
	• Estates management			
	• Translation of student number records			
15.	Internal audit plan 2015–16	ARC2015/	M Tatton	E Bull
16.	Progress report on internal audit recommendations	ARC2015/	M Tatton	E Bull
17.	Progress report on FRS102 and the external audit recommendations from 2014–15	ARC2015/	K Barrow	J Jones Deloitte

Part 7: Committee Management and Reporting

18.	Committee Terms of Reference, Membership and effectiveness review	ARC2015/	D Willis	S Marshall
19.	Annual schedule of business 2016–17 including deep dive schedule	ARC2015/	D Willis	S Marshall
20.	*Draft agenda for the next meeting	ARC2015/	D Willis	S Marshall
21.	Any other business	N/A	D Willis	N/A
22.	Dates of meetings 2016–17			
	➤ Monday 03 October 2016 at 1500 hours, location TBC			
	➤ Thursday 10 November 2016 at 1500 hours, location TBC			
	➤ Tuesday 07 February 2017 at 1500 hours, location TBC			
	➤ Thursday 01 June 2017 at 1500 hours, location TBC			

*will be taken without discussion unless a request to open the item for debate is sent to the Chairman or Secretary prior to the start of the meeting.