



### Annual Schedule of Business 2015–16

<b>Outcome requested</b>	Audit and Risk Committee is asked to <b>note</b> the updated Annual Schedule of Business for the academic year 2015–16.
<b>Executive Summary</b>	<p>The annual schedule of business is updated as the academic year progresses in order to monitor which items the Committee has received and to add additional items as required.</p> <p>Members are asked to <b>note</b> the Audit and Risk Committee's schedule of business for 2015–16 (as at 31 August 2015).</p> <p>Blue indicates items which have been added to the schedule, and red indicates items which have been carried over to another meeting.</p> <p>The 'deep dive' risk report on Life Sciences will not be considered at the September 2015 meeting owing to staff annual leave and overseas travel during the summer period. A 'deep dive' risk report on emergency planning and business continuity has been added to the schedule for June 2016.</p> <p>An update on the implementation of FRS102 has been added to the schedule for each meeting of the Committee. Further items relating to FRS102 will be added once the implementation schedule has been approved.</p>
<b>QMUL Strategy:</b>	The effective management of the QMUL's governance arrangements underpins the ability to achieve the strategic aims.
<b>Internal/External regulatory/statutory reference points:</b>	n/a
<b>Strategic Risks:</b>	13 – Maintain effective and constructive governance
<b>Equality Impact Assessment:</b>	n/a
<b>Subject to Prior and Onward Consideration by:</b>	By Committee only.
<b>Confidential paper under FOIA/DPA:</b>	No.
<b>Equality Impact Assessment:</b>	Not required.
<b>Timing</b>	The plan runs from to 14 <sup>th</sup> September 2015 to 2 <sup>nd</sup> June 2016.
<b>Author</b>	Sian Marshall, Assistant Registrar (Council and Governance)
<b>Date</b>	31 August 2015
<b>Senior Management/External Sponsor</b>	David Willis, Chairman of Audit and Risk Committee

14 September 2015		12 November 2015		04 February 2016		02 June 2016	
<b>Part 1: Preliminary Items</b>		<b>Part 1: Preliminary Items</b>		<b>Part 1: Preliminary Items</b>		<b>Part 1: Preliminary Items</b>	
Minutes	R	Minutes	R	Minutes	R	Minutes	R
Executive Summary	R	Executive Summary	R	Executive Summary	R	Executive Summary	R
Matters Arising - trade effluent consents	R	Matters Arising - MHRA TFG report	R	Matters Arising	R	Matters Arising	R
<b>Part 2: Risk Management</b>		<b>Part 2: Risk Management</b>		<b>Part 2: Risk Management</b>		<b>Part 2: Risk Management</b>	
Deep Dive Risk Report: Life Sciences	R	Deep Dive Risk Report: Cost control, value for money	R	Deep Dive Risk Report: Impact and innovation	R	Deep Dive Risk Report: Emergency planning and business continuity	R
Strategic Risk Register, Matrix, Change Log	R	Strategic Risk Register, Matrix, Change Log	R	Strategic Risk Register, Matrix, Change Log	B	Strategic Risk Register, Matrix, Change Log	R
Whistleblowing cases since the last meeting (oral report if none to report)	R	Whistleblowing cases since the last meeting (oral report if none to report)	R	Whistleblowing cases since the last meeting (oral report if none to report)	R	Policies requiring review/approval: Capital Expenditure Policy	*
Insurance arrangements as risk mitigation 2015-16	A			2014-15 Health and Safety Annual Report (for onward reporting to Council) * (to include comments from Health and Safety Committee)	A	Whistleblowing cases since the last meeting (oral report if none to report)	R
						HEFCE Annual Assessment of Institutional Risk 2014-15	A
<b>Part 3: Financial Control</b>		<b>Part 3: Financial Control</b>		<b>Part 3: Financial Control</b>		<b>Part 3: Financial Control</b>	
Fraud/Financial Irregularities occurring since the last meeting (oral report if none to report)	A	Fraud/Financial Irregularities occurring since the last meeting (oral report if none to report)	R	Fraud/Financial Irregularities occurring since the last meeting (oral report if none to report)	R	Fraud/Financial Irregularities occurring since the last meeting (oral report if none to report)	R
Timetable for the implementation of FRS102	*	Value for Money Annual Report and Strategy (see June 2015 minutes). NB: to include appendices C and D from the internal audit report in June 2015	A	Update on the implementation of FRS102	*	Value for Money Update	B
		Update on the implementation of FRS102	*			Update on the implementation of FRS102	*
<b>Part 4: Statutory and Regulatory Compliance</b>		<b>Part 4: Statutory and Regulatory Compliance</b>		<b>Part 4: Statutory and Regulatory Compliance</b>		<b>Part 4: Statutory and Regulatory Compliance</b>	
Legal Compliance Exceptions Report (oral report)	A	Legal Compliance Exceptions Report	A	TRAC: Summary Report. Nb. This report is to assure the Committee on the management and quality assurance of the data return. NOT the TRAC outcomes (which are seen by Finance and Investment Committee).		Annual Review of Financial Regulations and Scheme of Financial Delegation	A
HEFCE Annual HESA Audit Letter	A					HEFCE Annual HESA Audit Letter	A
						Update on Legal Compliance Exceptions report (if required)	*
<b>Part 5: Internal Audit</b>		<b>Part 5: Internal Audit</b>		<b>Part 5: Internal Audit</b>		<b>Part 5: Internal Audit</b>	
Planned Internal Audit Reports: • None	A	Planned Internal Audit Reports: • School of Medicine and Dentistry	R	Planned Internal Audit Reports: Partnerships and collaborations • Individual school/ departments • Translation of student number records • Research overhead recovery	R	Planned Internal Audit Reports: • Finance systems (including budgetary control, fixed assets and accounts receivable) • Examination cycle • Data Quality: HESA/HESES • Health and safety • Estates management	R
Internal Audit Annual Report 2014/15	A	Progress report on internal audit recommendations and areas of non-compliance	R	Progress report on internal audit recommendations and areas of non-compliance	R	Progress report on internal audit recommendations and areas of non-compliance	R
Progress report on internal audit recommendations and areas of non-compliance	R	Annual review of Internal Auditor appointment	*				
<b>Part 6: External Audit</b>		<b>Part 6: External Audit</b>		<b>Part 6: External Audit</b>		<b>Part 6: External Audit</b>	
External Audit 2014 Management Letter: progress report on actions	A	Audited Financial Statements 2014-15	A	Annual Review of External Auditor Appointment (either Feb/June meeting)	A	External Audit Plan 2014-15 and any headline issues	A
External Audit 2015 interim comments	A	External Audit Opinion on Financial Statements 2014-15 and External Audit Management Letter	A			External Audit Fees (and non-audit fees)	A
<b>Part 7: Committee Management and Reporting</b>		<b>Part 7: Committee Management and Reporting</b>		<b>Part 7: Committee Management and Reporting</b>		<b>Part 7: Committee Management and Reporting</b>	
Horizon scanning (President and Principal to attend)	A	ARC Annual Report 2014-15 Draft 3 (to include annual governance and internal control statements to accompany financial statements)	A	Draft Annual Schedule of Business 2016-17	A	ARC Annual Report 2015-16 Draft 1	R
ARC Annual Report 2014-15 Draft 2	R	Committee Schedule of Business 2015/16 (updated as year progresses)	R	Committee Schedule of Business 2015/16 (updated as year progresses)	R	Committee Effectiveness Review - to include training/development plan for Committee members	A
Committee Schedule of Business 2015/16 (updated as year progresses)	R	2015-16 Internal Audit/ Deep Dive schedule and horizon-scanning (updated as year progresses and as required)	R	2015-16 Internal Audit/ Deep Dive schedule and horizon-scanning (updated as year progresses and as required)	R	Review of Committee Terms of Reference & Membership (for submission to Governance Committee)	A
2015-16 Internal Audit/ Deep Dive schedule and horizon-scanning (updated as year progresses and as required)	R	Agenda for Next Meeting	R	Agenda for Next Meeting	R	Committee Schedule of Business 2015/16 (updated as year progresses)	R
Agenda for Next Meeting	R					2015-16 Internal Audit/ Deep Dive schedule and horizon-scanning (updated as year progresses and as required)	R
						Agenda for next meeting	R
						Final Annual Schedule of Business 2016-17, including proposals for Deep Dives	A
<b>Other/AOB</b>		<b>Other/AOB</b>		<b>Other/AOB</b>		<b>Other/AOB</b>	
Private meeting with external members/Internal Auditors	B	Private meeting with members/External Auditors	B				

A = Annual  
R = Regular

B = Biannual  
\* = As required

Items in red = to be confirmed