

BOARD OF GOVERNORS

AUDIT AND RISK COMMITTEE

There will be a meeting of the Audit and Risk Committee from **4pm until 6.30pm on Thursday 27 February 2020** in Room 5541, Howard Building, City Campus.

If you are unable to attend, please notify Angela Temple in the Governance Services by telephone on 0114 225 4590 or by email a.temple@shu.ac.uk

If you have any queries or require further information please contact Michaela Boryslawskyj by telephone on 0114 225 2051 or by email M.Boryslawskyj@shu.ac.uk.

Members should notify the Secretary of any item to be raised under 'Other Urgent Business' at least 24 hours in advance of the meeting.

Unless members indicate to the Chair at the start of the meeting that they wish to raise specific points, the items listed below (marked +) for the Committee to receive and note will not be discussed at the meeting.

A G E N D A

- | | | |
|---------------------|-----|---|
| 4 pm
(15 mins) | 1 | Private Meeting of Committee Members |
| 4.15pm
(10 mins) | 2 | Apologies for absence |
| | 3 | Declaration of interests |
| | | Members are reminded of their duty under the Articles of Government to declare any personal interest, financial or otherwise, relating to agenda items to be considered at the meeting. |
| | 4 | Minutes |
| | 4.1 | A/4/19/M Minutes of the meeting held on 12 November 2019 |
| | | To <u>consider</u> the minutes. |
| | 4.2 | A/19/61
CONFIDENTIAL Minutes of the private meeting between Committee Members and Auditors held on 12 November 2019 |
| | | To <u>consider</u> the minutes. |
| | 4.3 | A/4/19/JM Minutes of the Finance and Employment Committee and the Audit and Risk Committee held on 13 November 2018 |
| | | To <u>consider</u> the minutes. |
| | 4.4 | A/1/20/M Minutes of the meeting held on 28 January 2020 |
| | | To <u>consider</u> the minutes. |

	5	A/2/20/5	Matters Arising/Audit Committee Action Tracker, version 6 February 2020
			To <u>receive</u> the action tracker and <u>consider</u> matters arising not elsewhere on the agenda.
	6		Other urgent business
			To deal with other urgent business notified by 12 noon on 26 February 2020 or accepted by resolution
4.25pm (5 mins)	7		External Audit
	7.1	A/2/20/7.1 CONFIDENTIAL	External Auditor Performance and Re-appointment
			To <u>receive</u> and <u>discuss</u> .
	7.2	A/2/20/7.2	(+) Additional work carried out by the external auditors
			To <u>receive</u> and <u>note</u> .
4.30pm (15 mins)	8		Management and Quality Assurance of Data
	8.1	A/2/20/8.1	Assurance of Data Returns
			To <u>receive</u> and <u>discuss</u> .
	8.2	A/2/20/8.2	Transparent Approach to Costing for Teaching: TRAC(T)
			To <u>receive</u> and <u>discuss</u> .
4.45pm (10 mins)	9		Risk Management
	9.1	A/2/20/9.1	Risk Management
			To <u>receive</u> and <u>discuss</u> .
4.55pm (5 mins)	9.2	A/2/20/9.2 CONFIDENTIAL	Assurance Framework
			To <u>receive</u> and <u>discuss</u> .
5pm (30 mins)	9.3	A/2/20/9.3	Estates Risks
			To <u>receive</u> and <u>discuss</u> :
5.30pm (10 mins)	10		Internal Audit
	10.1	A/2/20/10.1 To Follow	Internal Audit Progress Report
			To <u>receive</u> and <u>discuss</u> a progress report and the following reviews:
			2018/19
		A/2/20/10.1i	i) Student HESA Governance

2019/20

A/2/20/10.1ii
To Follow ii) Cash handling and treasury management

A/2/20/10.1iii
To Follow iii) Income and debtors

10.2 A/2/20/10.2 **Report on Implementation of Internal Audit Recommendations**
To receive and discuss.

10.3 A/2/20/10.3 **Internal Audit Strategy and Operational Plan for 2019/20**
To receive and approve phase 3 and 4.

5.40pm
(30 mins)

11 **Briefing by Auditors on Audit Matters and Sector Issues**
To receive a presentation and discuss.

12 A/2/20/12
CONFIDENTIAL **(+) Report on Review of Anti-Bribery Policy and Update on Bribery Act Compliance Measures**
To receive and note.

13 A/2/20/13
CONFIDENTIAL **(+) Report on Waivers of the Financial Regulations**
To receive and note.

14 A/2/20/14 **(+) Draft Outline Forward Planning Programme for the Audit and Risk Committee**
To receive and note.

15 **Date of Next Meeting**
Thursday 14 May 2020, 3.30 to 6.30pm

Michaela Boryslawskyj
University Secretary
19 February 2020