

## BOARD OF GOVERNORS

## AUDIT AND RISK COMMITTEE

There will be a meeting of the Audit and Risk Committee from **4.30pm until 6.30pm on Thursday 29 June 2017** in Room 5541, Howard Building, City Campus.

The meeting will be preceded by a **workshop to discuss the 2017/18 internal audit plan**. The workshop will take place from **3.30pm until 4.30pm** in Room 5541, Howard Building, City Campus. The outline internal audit plan 2017/18 is **attached**.

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](mailto:a.temple@shu.ac.uk)

If you have any queries or require further information please contact Martin Conway by telephone on 0114 225 2051 or by e-mail [martin.conway@shu.ac.uk](mailto:martin.conway@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

- |                     |          |   |
|---------------------|----------|---|
| 4.30pm<br>(15 mins) | 1        | <b>Private Meeting of Committee Members</b>   |
| 4.45pm<br>(10 mins) | 2        | <b>Apologies for absence</b>  |
|                     | 3        | <b>Declaration of interests</b>   |
|                     |          | 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        | <b>Minutes of the meeting held on 14 February 2017</b>  |
|                     | A/1/17/M | To <u>consider</u> the minutes.   |
|                     | 5        | <b>Matters Arising/Audit and Risk Committee Action Record, version 7 June 2017</b>  |
|                     | A/2/17/5 | To <u>receive</u> the action tracker and <u>consider</u> matters arising not elsewhere on the agenda.   |
|                     | 6        | <b>Other urgent business</b>  |
|                     |          | To deal with other urgent business notified by 12 noon on 28 June 2017 or accepted by resolution.   |
| 4.55pm<br>(15 mins) | 7        | <b>Embedding Legal Equality Duties into University Processes</b>  |
|                     | A/2/17/7 | To <u>receive</u> and <u>note</u> .   |

5.10pm (35 mins)	8		<b>Risk Management</b>
	8.1	A/2/17/8.1	<b>Report on Corporate Risk (CR11: Courses)</b> To <u>receive</u> and <u>discuss</u> .
	8.2	A/2/17/8.2	<b>Risk Management</b> To <u>receive</u> and <u>discuss</u> .
	8.3	A/2/17/8.3	<b>Risk Appetite Statement</b> To <u>receive</u> and <u>discuss</u> .
5.45pm (20 mins)	9		<b>Internal Audit</b>
	9.1	A/2/17/9.1	Internal Audit Progress Report  To <u>receive</u> and <u>discuss</u> the progress report for February 2017 to June 2017, including the following final reports:
			2015/16
		A/2/17/9.1i To Follow	i) Student Support Services
			2016/17
		A/2/17/9.1ii	ii) Cash Collection
		A/2/17/9.1iii	iii) Cyber Programme Healthcheck
		A/2/17/9.1iv	iv) Capital and IT Equipment
		A/2/17/9.1v	v) Risk Management
		A/2/17/9.1vi To Follow	vi) Educational Partnerships
	9.2	A/2/17/9.2	(+) Additional Work Carried Out by the Internal Auditors  To <u>receive</u> and <u>discuss</u> .
	9.3	A/2/17/9.3	Report on Implementation of Internal Audit Recommendations  To <u>receive</u> and <u>discuss</u> .
6.05pm (10 mins )	10		<b>External Audit</b>
	10.1	A/2/17/10.1	The Audit Plan for Sheffield Hallam University, Year Ending 31 July 2017  To <u>receive</u> and <u>discuss</u> .
	10.2	A/2/17/10.2	(+) Additional Work Carried Out by the External Auditors  To <u>receive</u> and <u>note</u> .
6.15pm (10 mins)	11	A/2/17/11	<b>Value for Money Reporting</b>  To <u>receive</u> and <u>discuss</u> .

6.25pm  
(5 mins)

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### **Fraud Investigations**

To receive a verbal update

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### **Date of Next Meeting**

Thursday 21 September 2017, 4.30 to 6.30pm

Martin Conway  
Clerk to the Board of Governors  
20 June 2017

### **For information**

*Unless members indicate to the Secretary prior to the meeting that they wish to raise specific points, the items listed below are for information and will not be discussed at the meeting.*

- (+) Forward Planning Programme for meetings of the Audit Committee
- (+) Annual Provider Review 2016/17 - Outcomes
- (+) KPMG Higher Education Financial Statements Benchmarking 2015-16
- (+) HEFCE Guidance on severance pay and the remuneration of senior staff