

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 21 September 2017** 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 Martin Conway by telephone on 0114 225 2051 or by e-mail 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

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|---------------------|---|---|
| 4.30pm
(15 mins) | 1 | Private Meeting of Committee Members |
| 4.45pm
(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 | A/2/17/M Minutes of the meeting held on 29 June 2017 |
| | | To <u>consider</u> the minutes. |
| | 5 | A/3/17/5 Matters Arising/Audit and Risk Committee Action Tracker, version 13 September 2017 |
| | | 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 Wednesday 20 September 2017 or accepted by resolution |
| | 7 | Appointment of Deputy Chair |
| | | To <u>consider</u> . |
| 4.55pm
(10 mins) | 8 | A/3/17/8 Annual Review of Committee Effectiveness 2016/17 |
| | | To <u>receive</u> and <u>discuss</u> . |

5.05pm (10 mins)	9	A/3/17/9	Sheffield Hallam Equality Objectives
			To <u>receive</u> and <u>discuss</u> .
5.15pm (30 mins)	10		Internal Audit
	10.1	A/3/17/10.1	Internal Audit Progress Report
			To <u>receive</u> and <u>discuss</u> the progress report for June 2017 to September 2017, including final reports of the following reviews :
			2015/16
		A/3/17/10.1i To Follow	i) Student Support Services
		A/3/17/10.1ii	ii) Student Loan Company Follow Up
			2016/17
		A/3/17/10.1iii	ii) Marketing
		A/3/17/10.1iv To Follow	iv) Follow-up
	10.2	A/3/17/10.2	Report on Implementation of Internal Audit Recommendations
			To <u>receive</u> and <u>discuss</u> .
	10.3	A/3/17/10.3	Additional Work Carried Out by Internal Auditors
			To <u>receive</u> and <u>discuss</u> .
	10.4	A/3/17/10.4 To Follow	KPMG Annual Report to the Vice-Chancellor and the Board of Governors 2016/17
			To <u>receive</u> and <u>discuss</u> .
	10.5	A/3/17/10.5	Internal Audit Strategy and Operational Plan for 2017/18
			To <u>consider</u> and <u>approve</u> .
	11		External Audit
	11.1	A/3/17/11.1	(+) Additional Work Carried Out by External Auditors
			To <u>receive</u> and <u>note</u> .
5.45pm (30 mins)	12		Risk Management
	12.1	A/3/17/12.1	(+) Update on Risk Management
			To <u>receive</u> and <u>note</u> .
	12.2	A/3/17/12.2i	Report on Student Recruitment Risk (CR4) and International Risk (CR5)
		A/3/17/12.2ii Confidential	To <u>receive</u> and <u>discuss</u> .
	12.3	A/3/17/12.3	(+) Report on Progress to Implement the General Data Protection Regulation
			To <u>receive</u> and <u>note</u> .

- 6.15pm
(5 mins)
- 13 **Financial Regulations - Reserved Matters**
To receive a verbal report
- 14 A/3/17/14 **(+) Report on Waivers of the Financial Regulations**
Confidential
To receive and note.
- 15 A/3/17/15 **(+) Annual Review of Compliance with the HEFCE Audit Code of Practice**
To receive and note.
- 6.20pm
(5 mins)
- 16 **Value for Money Reporting to HEFCE**
To receive a verbal report
- 17 **Date of Next Meeting**
Friday 17 November 2017 as follows:
- 2.30pm to 2.45pm: Audit and Risk Committee Members Private Meeting
 - 2.45pm to 3.15pm: Audit and Risk Committee Members and Auditors Private Meeting
 - 3.30pm to 4.30pm: Joint Finance and Employment Committee/Audit and Risk Committee Meeting
 - 4.30pm to 6pm: Audit and Risk Committee Meeting

Martin Conway
University Secretary
13 September 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.

(+) Notes of Workshop to discuss Internal Audit Plan 2017/18 held on Thursday 29 June 2017

(+) Forward Planning Programme for meetings of the Audit and Risk Committee

(+) HEFCE's Accounts Direction to higher education institutions for 2017-18 financial statements