

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 15 March 2018** 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

- | | | |
|---------------------|---|--|
| 4 pm
(15 mins) | 1 | Private Meeting of Committee Members |
| 4.15pm
(45 mins) | 2 | Briefing by Auditors on Audit Matters and Sector Issues

To <u>receive</u> a presentation and <u>discuss</u> . |
| 5pm
(5 mins) | 3 | Apologies for absence |
| | 4 | 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. |
| | 5 | A/4/17/M
CONFIDENTIAL Minutes of the private meeting between Committee members and the auditors held on 17 November 2017

To <u>consider</u> the minutes. |
| | 6 | A/4/17/M Minutes of the meeting held on 17 November 2017

To <u>consider</u> the minutes. |
| | 7 | A/1/18/7 Minutes of the Finance and Employment Committee and the Audit and Risk Committee held on 17 November 2017

To <u>consider</u> the minutes. |

5.05pm (5 mins)	8	A/1/18/8	Matters Arising/Audit Committee Action Tracker, version 6 March 2018
			To <u>receive</u> the action tracker and <u>consider</u> matters arising not elsewhere on the agenda.
	9		Other urgent business
			To deal with other urgent business notified by 12 noon on 14 February 2017 or accepted by resolution
5.10pm (5 mins)	10		Update on Equality and Diversity
			To <u>receive</u> and <u>discuss</u> .
5.15pm (10 mins)	11		Risk Management
	11.1	A/1/18/11.1	Risk Management Update
			To <u>receive</u> and <u>discuss</u> .
	11.2	A/1/18/11.2 To Follow	Report on Progress to Implement the General Data Protection Regulation
			To <u>receive</u> the GDPR internal audit report and <u>discuss</u> .
5.25pm (20 mins)	12		Internal Audit
	12.1	A/1/18/12.1	Internal Audit Progress Report
			To <u>receive</u> and <u>discuss</u> a progress report and the following reviews:
		A/1/18/12.1i CONFIDENTIAL	i) Senior Staff Remuneration, expenses and other benefits
		A/1/18/12.1ii To Follow	ii) Student Retention
	12.2	A/1/18/12.2	Report on Implementation of Internal Audit Recommendations
			To <u>receive</u> and <u>discuss</u> .
	12.3	A/1/18/12.3 CONFIDENTIAL	Internal Auditor Provision
			To <u>receive</u> and <u>discuss</u> .
5.45pm (10 mins)	13		External Audit
	13.1	A/1/18/13.1 CONFIDENTIAL	External Auditor Performance and Re-appointment
			To <u>receive</u> and <u>discuss</u> .
	13.2	A/1/18/13.2	(+)Additional work carried out by the external auditors
			To <u>receive</u> and <u>note</u> .

	13.3	A/1/18/13.3	Report on Implementation of External Audit Recommendations To <u>receive</u> and <u>discuss</u> .
5.55pm (5 mins)	14	A/1/18/14	Annual Report and Financial Statements To <u>receive</u> an update on action taken to resubmit the ARFS to HEFCE in December 2017
6pm (10 mins)	15	A/1/18/15	Assurance of Data Returns - Update To <u>receive</u> and <u>discuss</u> .
6.10pm (10 mins)	16	A/1/18/16	Annual Efficiency Return to HEFCE To <u>receive</u> and <u>discuss</u> .
6.20pm (5 mins)	17	A/1/18/17	Criminal Finances Act Update To <u>receive</u> and <u>discuss</u> .
	17	A/1/18/18 CONFIDENTIAL	(+)Report on Review of Anti-Bribery Policy and Update on Bribery Act Compliance Measures To <u>receive</u> and <u>note</u> .
	19	A/1/18/19 CONFIDENTIAL	(+)Report on Waivers of the Financial Regulations To <u>receive</u> and <u>note</u> .
	20		Date of Next Meeting Thursday 7 June 2018, 3.30 to 6.30pm

Martin Conway
University Secretary
7 March 2018

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 and Risk Committee
- (+)Transparent Approach to Costing (TRAC)
- (+)The Audit Findings for Sheffield Hallam University for year ended 31 July 2017, 29 November 2017 (Grant Thornton) [final version as submitted to HEFCE as part of the annual accountability return]
- (+)Procedure for reporting material adverse events, serious incidents and other significant events to HEFCE, version 4, January 2018
- (+)Leadership Foundation: Getting to Grips with Efficiency
- (+)HEFCE Assessment of Institutional Risk (letter dated 7 February 2018)