

## BOARD OF GOVERNORS

## AUDIT AND RISK COMMITTEE

There will be a meeting of the Audit and Risk Committee from **4pm until 6.30pm on Tuesday 14 February 2017** in the Board Room, Howard Building, City Campus.

If you are unable to attend, please notify Angela Temple in the University Secretariat by telephone on 0114 225 4590 or by email [a.temple@shu.ac.uk](mailto:a.temple@shu.ac.uk)

Members are invited to request before the meeting further information in support of agenda papers, or clarification of their content by contacting Linda Mason by telephone on 0114 225 2984 or by e-mail [Linda.Mason@shu.ac.uk](mailto:Linda.Mason@shu.ac.uk)

Members are requested to 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.

## AGENDA

4 pm (15 mins)	1		<b>Private Meeting of Committee Members</b>
4.15pm (45 mins)	2		<b>Briefing by Auditors on Audit Matters and Sector Issues</b>  To <u>receive</u> a presentation and <u>discuss</u> .
5pm (5 mins)	3		<b>Apologies for absence</b>
	4		<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.
	5	A/4/16/M	<b>Minutes of the meeting held on 10 November 2016</b>  To <u>consider</u> the minutes.
5.05pm (20 mins)	6	A/1/17/6	<b>Matters Arising/Audit Committee Action Tracker, version 26 January 2017</b>  To <u>receive</u> the action tracker and <u>consider</u> matters arising not elsewhere on the agenda.
	7		<b>Other urgent business</b>  To deal with other urgent business notified by 12 noon on 14 February 2017 or accepted by resolution

5.25pm (10 mins)	8	A/1/17/8	<b>Risk Management</b>  To <u>receive</u> and <u>discuss</u> .
5.35pm (30 mins)	9		<b>Internal Audit</b>
	9.1	A/1/17/9.1  A/1/17/9.1i A/1/17/9.1ii A/1/17/9.1iii <b><u>TO FOLLOW</u></b>	<b>Internal Audit Progress Report</b>  To <u>receive</u> and <u>discuss</u> a progress report and the following 2016/17 reviews:  i) Payroll ii) CMA Compliance iii) Absence Management
	9.2	A/1/17/9.2	<b>(+)Additional Work Carried Out by the Internal Auditors</b>  To <u>receive</u> and <u>note</u>
	9.3	A/1/17/9.3 <b><u>TO FOLLOW</u></b>	<b>Report on Implementation of Internal Audit Recommendations</b>  To <u>receive</u> and <u>discuss</u> .
	9.4	A/1/17/9.4	<b>(+)Enhancing Student and Curriculum Management: Update Report on the Response to the Review of Course Portfolio Arrangements (October 2013)</b>  To <u>receive</u> and <u>note</u> .
6.05pm (5 mins)	10		<b>External Audit</b>
	10.1	A/1/17/10.1 CONFIDENTIAL	<b>External Auditor Performance</b>  To <u>receive</u> and <u>discuss</u> .
	10.2	A/1/17/10.2	<b>(+)Additional work carried out by the external auditors</b>  To <u>receive</u> and <u>note</u> .
6.10pm (20 mins)	11	A/1/17/11	<b>Assurance of Data Returns - Update</b>  To <u>receive</u> and <u>discuss</u> .
	12	A/1/17/12 CONFIDENTIAL	<b>(+)Report on Review of Anti-Bribery Policy and Update on Bribery Act Compliance Measures</b>  To <u>receive</u> and <u>note</u> .
	13	A/1/17/13 CONFIDENTIAL	<b>(+)Report on Waivers of the Financial Regulations</b>  To <u>receive</u> and <u>note</u> .

	14		<p><b>Date of Next Meeting</b></p> <p>Thursday 29 June 2017</p> <ul style="list-style-type: none"> <li>• 3.30 to 4.30: Internal audit plan 2017/18 discussion/workshop</li> <li>• 4.30 to 4.45: Private meeting of the Committee</li> <li>• 4.45 to 6.30: Committee meeting</li> </ul>
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Linda Mason  
Interim Clerk to the Board of Governors  
2 February 2017 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 and Risk Committee

(+)Transparent Approach to Costing (TRAC)

(+)The Audit Findings for Sheffield Hallam University for year ended 31 July 2016, 30 November 2016 (Grant Thornton) [final version as submitted to HEFCE as part of the annual accountability return]