

There will be a joint meeting of the Finance and Employment Committee and the Audit and Risk Committee from **3.30pm until 4.30pm on Friday 17 November 2017** in the 5541 Boardroom, floor 5 Howard building, City Campus.

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

**A G E N D A**

3.30pm (5 mins)	1		<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.
3.35pm (5 mins)	2	FEC/5/17/2J ARC/4/17/2J Confidential	<b>Guidance Note on the role of the Audit and Risk Committee (ARC) and Finance and Employment Committee (FEC) in considering the draft financial statements</b>
			To <u>receive</u> a report
3.40pm (10 mins)	3	FEC/5/17/3J ARC/4/17/3J Confidential	<b>Going Concern</b>
			ARC to <u>receive</u> and <u>discuss</u> a report
3.50pm (10 mins)	4	FEC/5/17/4J ARC/4/17/4J Confidential	<b>Grant Thornton: Audit Findings for the University</b>
			To <u>receive</u> and <u>discuss</u> a report
4.00pm (5 mins)	5	FEC/5/17/5J ARC/4/17/5J Confidential	<b>Letter of Representation in relation to the 2016/17 external audit</b>
			To <u>receive</u> and <u>discuss</u> a report.
4.05pm (25 mins)	6	FEC/5/17/6J ARC/4/17/6J Confidential	<b>Draft Annual Report including the Financial Statements for the year ended 31 July 2017</b>
			To <u>recommend</u> to the Board of Governors
	7	FEC/5/17/7J ARC/4/17/7J Confidential	<b>(+)University's Subsidiary Company Reports and Financial Statements</b>
			To <u>receive</u> and <u>accept</u> the reports and financial statements from each company

Martin Conway  
Secretary  
10 November 2017