

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 14 March 2019** 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 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 | Minutes of meetings held on 13 November 2018 |
| | 5.1 | A/4/18/M Minutes of the meeting held on 13 November 2018 To <u>consider</u> the minutes. |
| | 5.2 | Minute A/18/57 CONFIDENTIAL Minutes of the private meeting between Committee Members and management held on 13 November 2018 To <u>consider</u> the minutes. |
| | 5.3 | Minute A/18/58 CONFIDENTIAL Minutes of the private meeting between Committee Members and the Auditors held on 13 November 2018 To <u>consider</u> the minutes. |

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| | 5.4 | A/4/18/JM | Minutes of the Finance and Employment Committee and the Audit and Risk Committee held on 13 November 2018 |
| | | | To <u>consider</u> the minutes. |
| 5.05pm (5 mins) | 6 | A/1/19/6 | Matters Arising/Audit Committee Action Tracker, version 27 February 2019 |
| | | | To <u>receive</u> the action tracker and <u>consider</u> matters arising not elsewhere on the agenda. |
| | 7 | | Other urgent business |
| | | | To deal with other urgent business notified by 12 noon on 13 March 2019 or accepted by resolution |
| 5.10pm (15 mins) | 8 | | Risk Management |
| | 8.1 | A/1/19/8.1 | Risk Management Update |
| | | | To <u>receive</u> and <u>discuss</u> . |
| | 8.2 | | Report on Progress to Implement the General Data Protection Regulation |
| | | | To <u>receive</u> a verbal update and <u>discuss</u> . |
| 5.25pm (15 mins) | 9 | A/1/18/9 | Assurance of Data Returns |
| | | | To <u>receive</u> and <u>discuss</u> . |
| 5.40pm (20 mins) | 10 | | Internal Audit |
| | 10.1 | A/1/19/10.1 | Internal Audit Progress Report |
| | | | To <u>receive</u> and <u>discuss</u> a progress report and the following reviews: |
| | | | 2017/18 |
| | | A/1/19/10.1i To Follow | i) International recruitment |
| | | | 2018/19 |
| | | A/1/19/10.1ii | ii) UUK Student Housing |
| | 10.2 | A/1/19/10.2 | Briefing Note on The Office for Students' Assurance requirements for National Collaborative Outreach Programme (NCOP) in South Yorkshire |
| | | Update paper to be <u>tabled</u> | To <u>receive</u> and <u>discuss</u> . |
| | 10.3 | A/1/19/10.3 | Report on Implementation of Internal Audit Recommendations |
| | | | To <u>receive</u> and <u>discuss</u> . |

- 6pm
(15 mins)
- 11 **External Audit**
- 11.1 A/1/19/11.1 **External Auditor Performance**
CONFIDENTIAL
To receive and discuss.
- 11.2 A/1/19/11.2 **(+)Additional work carried out by the external auditors**
To receive and note.
- 11.3 A/1/19/11.3 **Report on Implementation of External Audit Recommendations**
To receive and discuss.
- 12 A/1/19/12 **Office for Students (OfS) Conditions of Registration**
To receive and discuss.
- 6.15pm
(5 mins)
- 13 A/1/19/13 **Policy and Procedures on Public Interest Disclosure**
To receive and discuss.
- 6.20pm
(5 mins)
- 14 A/1/19/14 **Audit and Risk Committee Terms of Reference**
To receive and discuss.
- 15 A/1/19/15 **(+)Report on Review of Anti-Bribery Policy and Update on Bribery Act Compliance Measures**
CONFIDENTIAL
To receive and note.
- 16 A/1/18/16 **(+)Report on Waivers of the Financial Regulations**
CONFIDENTIAL
To receive and note.
- 17 **Date of Next Meeting**
Thursday 6 June 2019, 3.30 to 6.30pm

Martin Conway
University Secretary
5 March 2019

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) and Transparent Approach to Teaching (TRAC-T) - final versions of the returns

(+)The Audit Findings for Sheffield Hallam University for year ended 31 July 2018, (Grant Thornton) [final version as submitted to the Office for Students as part of the annual accountability return. Received from Grant Thornton on 29 November 2018]

(+)The Office for Students' response to the Education Committee report on value for money in higher education