

BISHOP GROSSETESTE UNIVERSITY

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MINUTES OF THE MEETING OF THE  
AUDIT COMMITTEE

MONDAY 30 SEPTEMBER 2013  
10am SKINNER ANNEXE CONFERENCE ROOM

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**Present**

Mr David Clements (Chair)  
Mrs Bridget Starling  
The Very Revd Philip Buckler  
The Revd. Sally Myers

**In attendance**

Rev Professor Peter Neil  
Mr Steve Deville, Director of Resources  
Mr Jonathan Holmes, External Auditor (Tenon)  
Mr Steve Kirby, Head of Finance  
Ms Haf Merrifield, Deputy Principal  
Ms Vicky Mays, Clerk to the University Council  
Mr Michael Ritzman (UNIAC)  
Mrs Helen Parkinson, Minuting Secretary

**Action**

**1. Welcome from the Chair**

The Chair welcomed colleagues to the first meeting of the Audit Committee for 2013/14.

**2. Apologies**

Apologies had been received from Mr Jim Smith.

**3. Declarations of Interest**

None were declared.

**4. Membership and terms of reference**

With an alteration to Item 12b, to take out the words '*if necessary*', the terms of reference were received; to go for approval to the meeting of the University Council.

**VM**

**5. Minutes of the last meeting held 18 June 2013**

The minutes were approved as an accurate record.

**6. Matters arising**

(i) Data Manager Appointment

The Deputy Vice Chancellor reported that from 1<sup>st</sup> September she had taken over the leadership of marketing, admissions and recruitment, quality and student data. She confirmed that the Data Manager vacancy was currently being covered by a very well-qualified interim. Three new posts were financed in the budget, two of which were being re-configured before the Data Manager post is advertised via the proper process (the current interim would be encouraged to apply).

**HM**

(ii) Data Protection update

Following the recent data protection breach within BGU, the Deputy Vice Chancellor confirmed that a response had been received from the Office of the Information Commissioner to say that no further action would be taken. A reminder to staff had already been sent; to be followed up by a further reminder, and on-line training had been made available. Committee members expressed their thanks for the prompt and efficient handling of this matter.

(iii) Data Security: mobile devices

The Director of Resources confirmed that the Head IT was reviewing all the current processes and he would be bringing this for discussion to an SLT meeting within the month.

**SD**

**7. Internal Audit**

(i) Final reports for 2012/13

The Head of Internal Audit reported on the follow up review of the 2011 audit of invoicing, income receipting and debt collection to check on progress to date. He reported that due to other competing priorities, mainly ensuring the receipt of tuition fee income via the

Student Loans Company, there were still a number of actions which had not been implemented and therefore revised action plans had been agreed for the outstanding points. The Head of Finance reported that £600,000 was still outstanding from the Student Loan Company mainly caused by technicalities on matching data fields. The new registration system resulting from the recent RIE event was much tighter and included confirmation to the Student Loan Company as the student is registering. The Director of Resources reported that if there are any problems at the initial registration stage, students could log onto the Student Loan Company at the registration event.

(b) Review of eRecruitment

The new Stonefish system for online management of staff vacancies is now in full use by the University and overall had received a positive review. The Committee discussed the action plan for making the email address for referees a non-mandatory field and it was confirmed that the system does have the option to generate paper copies and there is also a phone number for potential applicants to speak to staff.

(c) Review of Environmental Issues

Good work had been done in this area but the University had performed poorly in the Green League Table due to the restricted resources available with a very small estates team. The Director of Resources felt that the University took its environmental role very seriously but with its limited reserve of staff could only do so much. The Chair confirmed that the strategic direction on this aspect would have to come from Council. It was suggested that volunteers could be used to work in this field; Revd Sally Myers to pass on suggestions to the Director of Resource.

SM  
SD

(ii) Draft Audit Programme for academic year 2013/14

The Committee discussed the draft plan and indicative schedule of work for 2013/14 and confirmed they were happy with the plan. It was agreed that early work on the planning meetings should ensure that the 2014/15 cycle would be back on track for the October report.

The Deputy Vice Chancellor explained that as generally the academic processes were not audited within this programme, the audit sponsors,, which it had been agreed should be from SLT level, would almost always be the Deputy Vice Chancellor, the Director of Resources or the Director of Enterprise.

Following these discussions the committee confirmed they were happy to formally approve the Audit Plan 2013/14.

## 8 External Audit

Internal governance statement

With the suggested change of the word on page 1 of '*estimates*' to '*budgets*' this statement was accepted by the Audit Committee.

VM

The External Auditor, Mr Jonathan Holmes reported that RSM Tenon Group plc had gone into administration on the 22<sup>nd</sup> August and a week later the subsidiary company had been bought by Baker Tilly. All staff and clients would be transferred over to the new company with trading carrying on as normal. Mr Holmes confirmed that the new company seemed to have very similar working practices to RSM Tenon and he anticipated no significant changes to corporate partnership agreements.

The Chair asked whether the university would be going to tender for the 2013/14 audit, (last tendered in 2007). The Director of Resources confirmed that it is time for tenders to go out again; he would look at the processes used for the last tender and report back on this to the next meeting of the Audit Committee, including a brief information sheet and timeline.

SD  
Next  
meeting

## 9 Audit Committee Annual Report

The Deputy Vice Chancellor asked members for feedback before the document is submitted. The following actions were suggested:

- The Dean asked that his attendance at meetings as shown on page 2 of the report be checked;
- Paragraph 2 to reflect the change of Vice Chancellor during the year, the Director of Resources commented that this would also be noted in the Accounts;
- Under Item 7, the word '*committee*' to be changed to '*members*'.

VM

## 10 Any other business

Bridget Starling asked when the required meeting of the Audit Committee, without university staff present, would take place. It was agreed this would be a lunchtime meeting at 1pm on 5<sup>th</sup> November to precede the Audit Committee meeting at 2pm on that day.

VM

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**11 Key items for the University Council**

Follow up on data protection  
Plan for the coming year – Internal audit  
Environmental issues  
Change of name for RSM Tenon

Chair

**12 Date of next meeting**

The next meeting date of the Audit Committee is Tuesday 5<sup>th</sup> November at 2pm preceded by a formal lunch meeting at 1pm without university staff present.

*D/leento*  
5/11/13

