

BISHOP GROSSETESTE UNIVERSITY

MINUTES OF THE MEETING OF THE
AUDIT COMMITTEE

TUESDAY 29 SEPTEMBER 2015
10:30 PM IN ROOM 202, SKINNER BUILDING

Present

Mrs Angela Crowe
Rev'd Sally Myers (Chair)
Dr Jim Smith

In attendance

Dr Anne Craven, Registrar & Secretary
Mr Stephen Deville, Director of Resources
Mr David Hoose, External Auditor (Mazars)
Mr Joe Johnson, Internal Auditor (Uniac)
Dr Grahame Killey, Planning & Performance Manager (for items 9 & 10 only)
Professor Jayne Mitchell, Deputy Vice Chancellor
Rev'd Canon Professor Peter Neil, Vice Chancellor
Mr Barrie Shipley, Head of Finance
Ms Emma Smeaton, Governance Officer & PA to the University Council

1. Welcome

The Chair welcomed members to the meeting.

2. Apologies

Apologies for absence were received from Mr David Clements. Rev'd Sally Myers chaired the meeting in his absence.

3. Declarations of interest

There were no declarations of interest.

4. Membership & Terms of Reference

Members RECEIVED the Terms of Reference NOTING the small changes made. The Terms of Reference were APPROVED subject to the inclusion of the Head of Finance in the 'attendance at meetings' section.

Action

AKC

The issue of no qualified accountant on the University Council to join the Audit Committee was DISCUSSED. It was NOTED that the Head of Finance knew of a finance professional, with governance experience who was available to join the Audit Committee as an external member. Members AGREED that this would be a good option for one year; however, the issue would be referred back to the Governance & Nominations Committee as well as the advertisement for a new Council member.

AKC/G&N

5. Minutes of the last meeting held on 17 June 2015

The minutes of the last meeting held on 17 June 2015 were APPROVED as a true record of the meeting and the Chair was authorised to sign them subject to the following amendments:

Attendance

Rev'd Canon Professor Peter Neil, Vice Chancellor had been omitted from the attendance list so would therefore be added.

ES

Item 10, Public procurement regulations

The Governance Officer would correct £5k to £25K.

ES

6. Matters arising

(i) Action points

Members reviewed the matters arising table and NOTED the progress of actions arising from the previous meeting.

Referring to item 5(iii) on the matters arising table members AGREED that when future membership issues arise for the Committee they should be referred to the Governance & Nominations Committee by email and if necessary an extra-ordinary meeting of that Committee could be convened to deal with the issue effectively, if the Chair of Governance and Nominations Committee agrees.

(ii) Any other matters

There were no other matters to discuss.

7. Internal audit

(i) Progress report

The Committee RECEIVED and NOTED the Internal Audit Progress Report which provided an overview of the work undertaken this period and the work to be undertaken in terms of internal audit at BGU. The Internal Auditor presented the report, highlighting the key points.

The training session on risk management held at the University in July was

NOTED as very positive and the good risk management framework at BGU was also NOTED.

(ii) Annual opinion

The Internal Audit Annual Opinion was RECEIVED and presented by the Internal Auditor. The report set out the Internal Auditor's opinion on the adequacy and effectiveness of the University's internal control, risk management and governance arrangements; and whether BGU's activities were conducted economically, efficiently and effectively. It also offered an opinion on the arrangements for ensuring the accuracy of data returns to external bodies. Members NOTED that not just easy areas had been covered but the difficult areas too, for which the University was commended. The resignation of the Director of Enterprise was NOTED and the general summary was that everything that should be in place was in place.

(iii) Internal audit plan 2015/16

The Internal Audit Plan for 2015/16 was RECEIVED as previously approved by the Senior Leadership Team and the Committee at its last meeting in June.

(iv) MKI audit tracker report

Members RECEIVED the update on progress against audit recommendations NOTING the many closed actions by the Head of Finance. The continuing work was NOTED by the Committee.

8. External audit

(i) Update on current progress

The External Auditor REPORTED that the final audit for 2014/15 had commenced that morning with the team on site for 5-10 days. There was nothing to report to the Committee at the present meeting, a report would be presented at the next meeting.

Next Audit Committee

9. Annual report of governance disclosures

The draft disclosures for the Institutional Governance Statement and Statement of University Council's Responsibilities sections of the 2014/15 Annual Report were RECEIVED. Subject to the Registrar & Secretary and Head of Finance liaising outside the meeting regarding the introductory paragraph the Committee APPROVED the draft disclosures for submission with the draft accounts.

AKC/BS

10. Key performance indicators

An update on the University's key performance indicators was RECEIVED and the Planning & Performance Manager attended to REPORT on this item. The following points were NOTED:

- There had been very positive recruitment on projected Undergraduate

numbers, although a lower than expected result on Postgraduate and School Direct programmes.

- There was a slight decline in student satisfaction in the National Student Satisfaction Survey (NSS) from 88% to 85%, although the added measure and interim milestone during the year of the student survey was to take place. An 80% response rate in the NSS had been recorded at BGU, with the sector average being 70%.
- Students were signing up for all the new programmes in the portfolio.
- The Staff/Student Consultative Committee was a very positive step.
- The Deputy Vice Chancellor would contact HEFCE and NCTL for clarification on the inclusion of teaching courses in the NSS 2016.

JM

11. Risk Register

The Planning and Performance Manager presented the Executive Risk Register which would form part of the Planning Framework and Business Plans for 2015/16, communicated through the Corporate Leadership Team to all BGU staff. The Risk Register had been to the Senior Leadership Team and the controls and mitigations updated in some detail. The following points were NOTED:

- The Committee were content for risk BGU12 – Recruitment to be removed from the list.
- The list was good in terms of process with risks being captured, and the process of alerting problems was there.
- It was AGREED that those directly responsible for a risk would be outlined in the narrative; however all of the SLT and their relevant reports in connection with each risk were responsible.
- The Vice Chancellor would cover the reporting of the Risk Register in his report to Council.

12. Review of the structure of cyber security

The Director of Resources REPORTED on the review of cyber security NOTING that a Director of IT had been appointed and would commence his employment on 16th November. The new Director of IT had been responsible for cyber security at the Grimsby Institute which was of similar scale to BGU. The Director of Resources REPORTED that a proposed idea generation process of how the IT department should be structured had been undertaken, however, this would await the arrival of the new Director of IT to look at before the University's moving on to the appointment of staff stage. It was AGREED that a presentation from the Director of IT would be on the agenda for the Audit Committee meeting in March 2016.

March AC

13. Agenda suggestions

- A presentation from the new Director of IT at the March Audit Committee meeting.

March AC

- Future arrangements for Quality Assurance

March AC

14. Any other business

There was no other business to discuss.

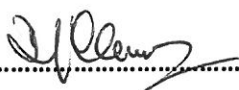
15. Key items for University Council

- Annual report of governance disclosures
- Audit Committee membership
- Internal audit

16. Date of next meeting

The next meeting of the Audit Committee would take place on Tuesday 3 November 2015 at 2:00 pm in Room 202, preceded by an FE&GP/Audit Committee members' lunch at 1:00 pm in Hardy Seminar Room 4.

Signed



Date

3/11/15

