

**BISHOP GROSSETESTE UNIVERSITY**

**MINUTES OF THE MEETING OF THE  
AUDIT COMMITTEE**

**THURSDAY 22 JUNE 2017  
2.00 PM IN ROOM 102, SKINNER BUILDING**

**Present**

Mr David Clements (Chair)  
Mrs Angela Crowe  
Mr Richard Hallsworth  
The Revd Dr Sally Myers

**In attendance**

Mr Stephen Deville, Director of Resources  
Mr David Hoose, External Auditor (Mazars)  
Dr Anne Jackson, Registrar & Secretary  
Dr Grahame Killey, Planning & Performance Manager (PPM) (for items 6 to 8)  
Professor Jayne Mitchell, Deputy Vice Chancellor  
Rev'd Canon Professor Peter Neil, Vice Chancellor  
Mr Matthew Pitts, Governance, Compliance and Operations Manager (Minutes)  
Mr Sean Ryan, Internal Auditor (Uniac)

<b>1.</b>	<b>Welcome</b>  The Chair welcomed everyone to the meeting.	
<b>2.</b>	<b>Apologies</b>  There were no apologies from Committee Members. Apologies were received from Mr Barrie Shipley, Head of Finance, who would normally be in attendance.	
<b>3.</b>	<b>Declarations of interest</b>  There were no declarations of interest.	
<b>4.</b>	<b>Minutes of the last meeting held on 9 March 2017</b>  The minutes of the last meeting held on 9 March 2017 were APPROVED as a true record of the meeting and the Chair was authorised to sign them.	

<b>5.</b>	<b>Matters Arising</b>	
	<p><b>(i) Action points</b></p> <p>The Members reviewed the matters arising table and NOTED the progress against the actions from the previous meeting. It was AGREED that the Revised Policy Schedule would be issued before the next meeting, once it had been received by Senate on 27 July 2017.</p> <p>It was NOTED that STA International Debt Collection had begun to follow up a small number of outstanding student debts on behalf of the University.</p> <p>(Item 11i) It was AGREED that a completion date could not be given for the review of virtual learning technologies as they are under continual review.</p> <p>(Item 11ii) It was AGREED that a review of student recruitment should not be conducted until 18/19, to allow time for the DoM to settle in.</p>	<b>Governance Office</b>
	<p><b>(ii) Any Other Matters</b></p> <p>There were no other matters arising.</p>	
<b>6.</b>	<p><b>To receive and consider a high level risk review</b></p> <p>The Planning and Performance Manager (PPM), Dr Graham Killey presented the paper on the behalf of the Head of Planning (HoP), Ms Rachel Harvey, who had sent her apologies. It was NOTED the review responded to the Performance Management aspect of the strategy; within the proposal, a clear link was made between corporate and operational risks. The PPM advised the Members that risk identification and appropriate definition was a key element in enhancing the Risk Management System. The PPM told the Members that a key development within the proposal was for a stronger link to be created between KPIs and risks.</p> <p>It was agreed that Mr Richard Hallsworth would be sent the procedure used for scoring risks.</p> <p>The Members suggested that it would be helpful to receive information on how risk responsibility was assigned to specific levels of leadership. Mr Sean Ryan told the Members that Uniac would be willing to support the HoP and PPM in developing this.</p>	<p><b>PPM</b></p> <p><b>HoP/PPM</b></p>
<b>8.</b>	<p><b>To receive and discuss the Key Performance Indicators</b></p> <p>It was AGREED that this item would be dealt with before the Risk Register. The PPM presented an update on the KPIs.</p> <p>Student Recruitment, Research, and Reputation and influence were highlighted as key areas for consideration.</p>	

	<p>The Red/Amber rating for Recruitment was noted. The PPM told the Members that the number of applications was below target for the point in the year; however, the number of firm accepts was above target. It was NOTED that the University was hopeful that it would be close to meeting its recruitment targets by the time Clearing had finished. The Members AGREED that it would be helpful to have a data for larger time-period on recruitment performance.</p> <p>It was noted that Research was rated Amber/Green; there was positive activity in this area. The downward arrow reflected Professor David Rae's resignation. The Executive advised the Members that they were confident in the Research staffing structure, and expertise in place.</p>	<b>DoM</b>
<b>7</b>	<p><b>To receive and discuss the Risk Register</b></p> <p>The PPM presented the Risk Register. It was noted that work was being undertaken to condense the text within the register.</p> <p>It was noted that 17/18 Recruitment, BG Lincoln Ltd and Pension Liabilities had the highest net risk scores.</p> <p>It was noted that the risk associated with Capacity for REF 2021 had increased, reflecting the departure of Professor David Rae.</p> <p>It was noted that Forward Planning, Profile, and Data risks had fallen.</p>	
<b>9</b>	<p><b>To note HEFCE's Annual Provide Review 2016/17 outcomes letter</b></p> <p>The Committee noted the outcomes letter.</p>	
<b>10</b>	<p><b>To note and consider Internal Audit Reports</b></p>	
	<p><b>(i)</b> Internal Audit Progress Report</p> <p>Mr Sean Ryan presented the item. The Members received the Progress report.</p> <p>It was AGREED that the Catering, Health and Safety Reports would be delayed to recognised changes within the institution.</p> <p>The Members were advised that BGU should expect guidance from HEFCE within the 16/17 year on Value for Money reporting.</p> <p>The Members briefly discussed the recent Ransomware attacks covered in the News and the University's capacity to resist such problems.</p>	<b>Uniac</b>
	<p><b>ii)</b> To consider review of Initial Teacher Training Record 2016-17</p> <p>It was noted that the review provided substantial assurance, and that only one minor observation was made, regarding a change that should be implemented within the application process.</p>	

	<p><b>iii)</b> To consider review of General Data Protection Regulation Preparations</p> <p>An overview of key requirements was given. It was noted that the institution was not on par with some organisations within the sector in terms of preparedness for the GDPR. The R&amp;S advised the members that the CMA Governance Group had taken on responsibility for monitoring GDPR compliance. It was noted that a scoping action plan had been prepared and that a Task and Finish group had been established to coordinate key tasks. It was noted that Stephanie Gilluly was going to become the Chair of the CMA group.</p>	
	<p><b>iv)</b> Internal Audit Annual Planning</p> <p>It was noted that Uniac had met with the Committee Chair and SLT to discuss the plan.</p> <p>It was noted that the number of internal audit days had grown in recent years from 40 to 70 days. The Executive noted that they felt it was important for the Institution to build its ability to review its own functions, rather than relying on Uniac; it was felt that Uniac's expertise should be focused on key strategic areas.</p> <p>The Committee AGREED to accept the proposed plan, with the caveat that Uniac would work closely with SLT in-year to agree what work was necessary for Uniac to focus on, and which reviews should be transferred to in-house staff.</p>	<b>SLT/Uniac</b>
<b>11.</b>	<b>External Audit</b>	
	<p><b>(i)</b> To consider for approval the planning arrangements for year ending 31 July 2017 *Restricted*</p> <p>Mr David Hoose gave an overview of the proposal. It was noted that the review would take place slightly later in the year than usual, to allow Mazars' staff who had worked on BGU's previous audits to undertake the process to support consistency.</p> <p>It was noted that the Audits would pay particular attention to BG Lincoln, costs associated with building projects, and the potential land purchase.</p> <p>It was AGREED that the DoR would check the contractual arrangement with Mazars to clarify the length of the contract.</p> <p>The Committee AGREED to approve the Audit Plan.</p>	<b>DoR</b>
<b>12.</b>	<b>Charity Commission Return</b>	
	<p>The DoR advised the Members that the figures included in the report reflected those within the approved Financial Statements.</p>	

13.	<p><b>Agenda Suggestions for future meetings</b></p> <p>The Members requested that in future they would like each of their meetings to include a detailed presentation on a Risk within the Risk Register, with those who are operationally responsible in attendance to discuss queries.</p>	HoP
14.	<p><b>Agenda Management and Review</b></p> <p>Mrs Angela Crowe led this item. Angela reflected that she felt the meeting was well chaired, and that opportunities for contributions were managed well. The common theme of risk ran through most discussions. Angela said she felt risks were not being approached in a controlled way; she noted that she felt that progress was being made.</p>	
15.	<p><b>Any other business</b></p> <p>The Members agreed for their contact details to be shared with Uniac so that the Members should provide feedback on its performance to its auditors.</p>	R&S/Governance Office
16.	<p><b>Key Items for University Council</b></p> <ul style="list-style-type: none"> <li>• Charity Commission Return</li> <li>• HEFCE Annual Provider Review response</li> <li>• Auditors appointment</li> <li>• Internal Audit Planning</li> </ul>	
17.	<p><b>Date of Next Meeting</b></p> <p>The next meeting of Audit Committee will take place on Tuesday 26 September 2017 at 10:00.</p> <p>The VC told the members that it was the Chair's last Audit meeting at BGU. The VC thanked the Chair for his 12 years of service. It was noted that the chair provided valuable challenge through incisive questions, which were always delivered in a pleasant and encouraging manner. The VC advised the Members that he was thankful that the Chair had agreed to join the Board of BG Lincoln.</p> <p>The Chair responded, noting that he was sorry to leave, and that he felt it was a privilege to have served BGU.</p>	

Signed.....



Date.....

26/9/17

