

BISHOP GROSSETESTE UNIVERSITY

MINUTES OF THE MEETING OF THE  
AUDIT COMMITTEE

WEDNESDAY 17 JUNE 2015  
2:00 PM IN HARDY SEMINAR ROOM 2

**Present**

Mr David Clements (Chair)  
Rev'd Sally Myers  
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 8 & 9 only)  
Mr Sean Ryan, Internal Auditor (Uniac)  
Ms Emma Smeaton, Governance Officer & PA to the University Council

*Rev. Canon Prof. Peter Neil*

**Action**

**1. Welcome**

The Chair welcomed members to the meeting.

**2. Apologies**

Apologies for absence were received from Mrs Angela Crowe. Professor Jayne Mitchell, Deputy Vice Chancellor and Mr Barrie Shipley, the new Head of Finance would normally be in attendance but had also sent apologies.

**3. Declarations of interest**

There were no declarations of interest.

**4. Minutes of the last meeting held on 5 March 2015**

The minutes of the last meeting held on 5 March 2015 were APPROVED as a true record of the meeting and the Chair was authorised to sign them.

**5. Matters arising**

(i) Action points

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

Item 10 – Student data update

Members NOTED that a Student Information Systems Officer had been appointed.

(ii) Charity Commission submission

Members RECEIVED the Charity Commission submission for INFORMATION, NOTING that it had been successfully completed well before the deadline.

(iii) Any other matters

The Committee NOTED that due to Bridget Starling's resignation it had left the Audit Committee without a member with an accountancy qualification. It was AGREED that this would be highlighted with University Council.

**University  
Council**

**6. Internal audit**

(i) Progress Report

Members RECEIVED the Progress Report for INFORMATION. It was NOTED that the focus on data should be shifting to focus on IT.

(ii) Reports

- Review of Cyber Security

The Report was RECEIVED for INFORMATION. The Report followed on from Universities UK advising universities to have such a policy in place and identified 20 main controls they would expect to see. Members NOTED the gap between staff skills and availability of skills on network security knowledge. The Director of Resources REPORTED that the review of the structure was yet to be completed and to ensure reassurance that BGU is as secure as we can possibly be within the funds available. The recommended structure would be completed by 31 August with a view to having the action plan in place by the November Audit Committee meeting.

**SD/  
Next Audit  
Committee**

- Review of Student Data Management

The Review was RECEIVED for INFORMATION. Members NOTED the substantial progress in comparison to the previous report and detailed plans had been created for further improvements. An additional audit related action plan was also being created. Congratulations to the Registrar & Secretary and her team were NOTED for getting us to where we are now and on a good journey.

- Post-Audit Review

The Post-Audit Review was RECEIVED for INFORMATION and detailed the current situation. Of the 10 agreed management actions 6 had been fully implemented and 3 had been partially implemented. The audits in progress were also NOTED.

(iii) MKI Audit tracker system

The paper was RECEIVED for INFORMATION. It was NOTED that there were actions that had been long outstanding, owing to issues in staff changes. Staff, were however pushing for the completion of these and had managed to get positive updates for outstanding actions and good progress was reported. It was REPORTED that numerous actions were recently closed off as complete by the Senior Leadership Team. Members AGREED that an extra column to indicate the new date the action was expected to be complete, taking into account staff changes, would be helpful. The Director of Resources would liaise with the Head of Finance using the extra column for the September meeting of the Committee. The Committee would then have a handle on tracking; use of the column would e.g. address whether the action was still relevant or if it had been surpassed by another audit. Good progress was in any case being made across the board and this would continue. Congratulations to the various teams from the Committee were NOTED.

SD/BS

(iv) Draft Internal Audit Annual Plan 2015-16

The draft Internal Audit Annual Plan was RECEIVED. The 70 days were NOTED as a marked increase from the previous year and from what had been done in the past. However, members NOTED that 2015-16 was a significant year for BGU with the second part of the Ofsted and the QAA review. Also, the Committee had previously authorised extra days at a past meeting due to the data issue. It was AGREED that the programme would be kept under review throughout the year using the 70 days but not to use this number as a benchmark for future years. The Plan was APPROVED.

## 7. External audit

(i) Planning arrangements for year ending 31 July

The External Auditor presented the audit planning arrangements. The Committee APPROVED the plan and recommended approach to the 2014-15 audit.

## 8. Risk Register

The Planning and Performance Manager attended to present this item. It was AGREED that it would also be helpful to receive the previous period's gross and net risk numbers for comparison and to ensure that progress can be tracked. It was NOTED that the purpose of the Risk Register was to ensure that the University was

AKC

<p>managing risks with the best effort. The Risk Register was RECOMMENDED to Council with the addition of an extra column to give further clarity.</p>	<p>University Council</p>
<p><b>9. Risk management training – 2 July</b></p> <p>Members RECEIVED the paper which outlined the proposed training on risk management to be delivered by Uniac to the Corporate Leadership team and members of Council on 2 July. The proposed training was APPROVED.</p>	
<p><b>10. Public procurement regulations</b></p> <p>The Director of Resources REPORTED on the Public Procurement Regulations (PPR) which meant that if BGU went out to open tender for anything over <del>£5k</del> it would have to go through the PPR process. This would not apply if going out to named companies for tender in specific cases.</p>	<p>&lt; £25K</p>
<p><b>11. FRS 102 Implementation</b></p> <p>The Committee RECEIVED the paper on Financial Reporting Standards (FRS) 102 Implementation NOTING that it had already been through the FE&amp;GP Committee at its last meeting. The paper summarised the changes in how the University had to report its accounts and was an early indication of what the changes would be. It was AGREED that the proposed actions to be taken at BGU were appropriate as recommended by the Director of Resources and discussed with the External Auditors.</p>	
<p><b>12. Financial Regulations, Procedures &amp; Purchasing Policy</b></p> <p>The Financial Regulations, Procedures and Purchasing Policy was RECEIVED. It was NOTED that the regulations had also been through the FE&amp;GP Committee. The Regulations were RECOMMENDED to Council.</p>	<p>University Council</p>
<p><b>13. Implications of the general election result and outcomes of the Quality Assessment Review</b></p> <p>The Committee RECEIVED a paper on the implications of the general election result and outcomes of the Quality Assessment Review prepared by the Deputy Vice Chancellor. The paper provided a summary of the formation and emerging priorities of the new UK Government and the implications for BGU, so far, based on manifesto statements, appointments and announcements to date. A further update on developments since the time of producing the report would be given at the University Council lunch prior to its next meeting on 24 June. The consultation document on the future quality assurance arrangements in England had not yet been released. BGU would be making a formal response to the proposal when available. The Committee NOTED that BGU was reacting as fast as possible and had budgeted very cautiously for the next three years.</p>	
<p><b>14. Agenda suggestions</b></p> <ul style="list-style-type: none"> <li>• Safeguarding Policy</li> </ul>	<p>Sep or Nov Audit Com</p>

**15. Any other business**

It was AGREED that the Internal Auditors would collate the sort of questions HEFCE would be asking the Chair of Audit and the Chair of FE&FP who would be interviewed before March 2016.

Internal  
Auditors/  
AKC to  
check

**6. Key items for University Council**

- Post-Audit Review
- Draft Internal Audit Annual Plan 2015-16
- Planning arrangements for year ending 31 July
- Risk Register
- FRS 102 Implementation
- Financial Regulations, Procedures and Purchasing Policy

**17. Date of next meeting**

The next meeting of the Audit Committee would take place on Tuesday 29 September 2015 at 10:30 am.

Signed .....  ..... Date ..... 29th Sept 2015' .....

with amendment for clarification item 10.  
PO - missed from attendance.

