



UNIVERSITY COUNCIL
AUDIT COMMITTEE
MONDAY 30th SEPTEMBER 2013
10:00-12:30 IN THE SKINNER ANNEXE CONFERENCE ROOM

A G E N D A

1. **Welcome from the Chair** Chair

2. **Apologies** Chair

The Clerk will advise of any apologies for absence received.

3. **Declarations of interest** Chair

4. **Membership and terms of reference** *(attached)*

Committee members for 2013/14 are:

D Clements (Chair)

P Buckler

S Myers

J Smith

B Starling

Others attending will normally include: the Vice Chancellor, Deputy Vice Chancellor, Director of Resources, Finance Manager, Head of Internal Audit, Head of External Audit and the Clerk.



5. Minutes of the last meeting held on 18th June 2013

Chair

Members need to approve the minutes as a correct record and authorise the Chair to sign them (*attached*).

6. Matters arising

Chair

Members need to raise any matters arising that are not dealt with later on the agenda.

- Data Manager appointment – update
- Data Protection update
- Data security: mobile devices

7. Internal audit

(i) Final reports for 2012/13

Head of Internal Audit

(a) Invoicing, Income Receipting and Debt Collection Post Audit Review/Follow Up (*attached*)

(b) Review of eRecruitment (*attached*)

(c) Review of Environmental Issues (*attached*)

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

Head of Internal Audit

8. External audit

Update on year end accounts and current progress (*attached*)

Head of Finance



9. Audit Committee annual report

Draft annual report (*first draft attached to show progress*) Deputy Vice Chancellor

10. Any other business

11. Key items for the University Council

12. Date of next meeting

Please note that the next meeting of the Audit Committee will take place on Tuesday 5th November 2013 at 2:00 pm.