



Board of Governors

**AUDIT COMMITTEE: PROGRAMME OF BUSINESS 2017/18**

**9<sup>TH</sup> OCTOBER 2017**

REPORT	RESPONSIBILITY
HEFCE's Accounts Direction to Higher Education Institutions for 2017-18 Financial Statements	Deputy Clerk to the Board
Annual Report – Contracts & Grants Audit [Also goes to Finance Committee – Audit Committee for information to include the Grant Auditors' opinion within the Audit Cttee Annual Report]	Deputy Finance Director
Policy for the Provision of Non-Audit Work by the External Auditors [The External Auditors asks the Audit Committee to formally agree on an annual basis that it is content with the structure, content and operation of the Policy].	Deputy Finance Director/External Auditors
<u>Year End Annual Reports to HEFCE:</u> (i) Internal Control Effectiveness Statement (ii) Draft Corporate Governance Statement (iii) Draft Public Benefit Report (iv) Internal Auditors Annual Report	Deputy Clerk to the Board  University Secretary  University Secretary  Internal Auditors/Director, Legal & Governance

REPORT	RESPONSIBILITY
(v) Draft Audit Committee Annual Report	University Secretary/Audit Committee
(vi) Prevent Duty Annual Monitoring Report <b>Taken off here and moved to November meeting</b>	Head of Student Advice & Wellbeing Services
University Internal Audit Tracking Report	Director of Legal & Governance Services
Internal Audit Progress Report	Director of Legal & Governance Services/Internal Auditors
Appointment/Review of External Auditors (annually)	Deputy Finance Director
Central Monitoring Log: Statutory Returns	University Secretary

**WEDNESDAY 8<sup>TH</sup> NOVEMBER 2017**

REPORT	RESPONSIBILITY
Risk Register	Director of Strategic Planning
<u>Year End Annual Reports to HEFCE:</u>	
(i) Financial Statements Year Ending 31 <sup>st</sup> July 2017 ( including Corporate Governance Statement & Public Benefit Report)	Finance Director (University Secretary) & Deputy Chief Executive
(ii) Audit Highlights Memorandum and Management Letter: Year Ending 31 <sup>st</sup> July 2017.	External Auditors/Deputy Finance Director
(iii) Audit Committee Annual Report <b>[must be presented before the audited financial statements are signed – Audit Code of Practice, Hefce]</b>	Audit Committee/Deputy Clerk to the Board
(iv) Annual Assurance Return	Deputy Clerk to the Board

<b>REPORT</b>	<b>RESPONSIBILITY</b>
(v) Annual Sustainability Assurance Report (ASSUR)	Finance Director (University Secretary) & Deputy Chief Executive
(vi) Annual Quality Assurance Report	Academic Registrar
(vii) Prevent Duty Annual Monitoring Report	Head of Student Advice and Wellbeing
Letter of Representation	Finance Director (University Secretary) & Deputy Chief Executive
Letter of Support (LRC)	Finance Director (University Secretary) & Deputy Chief Executive
Value for Money Annual Report	Finance Director (University Secretary) & Deputy Chief Executive
Internal Audit Progress Report	Director of Legal & Governance Services/Internal Auditors
Central Monitoring Log: Statutory Returns	Finance Director (University Secretary) & Deputy Chief Executive

**5<sup>TH</sup> MARCH 2018**

<b>REPORT</b>	<b>RESPONSIBILITY</b>
Student Governance Annual Report	Head of Student Governance
Procurement Services Annual Report	Deputy Finance Director
Ethics Policy Update	Director of Governance & Legal Services
Internal Audit Progress Report	Director of Governance & Legal Services/Internal Auditors.
University Internal Audit Tracking Report	Director of Legal & Governance Services
Central Monitoring Log: Statutory Returns	Finance Director (University Secretary) & Deputy Chief Executive

**11<sup>TH</sup> JUNE 2018**

**[Please note that a separate meeting of the External/Internal Auditors and the Committee Members should take place 30 minutes prior to the June meeting, without management attendance].**

<b>REPORT</b>	<b>RESPONSIBILITY</b>
Risk Register	Director of Strategic Planning
Anti-Bribery, Anti-Fraud, Anti-Corruption Update Report	Director of Legal & Governance Services
Audit Strategy and Planning Memorandum. <b>[This then goes to Finance Committee Members in June, by email, with Audit Committee Minute for information]</b>	External Auditors
HE Financial Statements Benchmarking	External Auditors
University Internal Audit Tracking Report	Director of Legal & Governance Services
Internal Audit Plan 2018/19	Director of Legal & Governance Services/Internal Auditors
Internal Audit Progress Report	Director of Legal & Governance Services/Internal Auditors
Whistleblowing Procedure Annual Report	Director of Legal & Governance Services
Information Compliance Annual Report	Manager, Secretariat
Ethics Policy Annual Review	Director of Legal & Governance Services
Terms of Reference/Programme of Business 2018/19 <b>[This includes the Committee's effectiveness review whereby the Audit Committee reflects on whether it has met its term of reference].</b>	Deputy Clerk to the Board
HEFCE's Annual Assessment of Institutional Risk <b>[Letter for Information].</b>	Vice-Chancellor & Chief Executive
RSM Internal Auditors: Contract Annual Review	Director of Legal & Governance Services
Central Monitoring Log: Statutory Returns	Finance Director (University Secretary) & Deputy Chief Executive

<b>REPORT</b>	<b>RESPONSIBILITY</b>
Internal Audit Recommendation Tracking Report	Director of Legal & Governance Services