Audit and Risk Committee Agenda

Meeting to be held on 23 September 2021 at 09:15 via video conferencing

Category 1 - Main Agenda

Section 1: Standing Items

No.	Item	Item Code	Status	Lead(s)
1.1	Apologies for absence	N/A	To note	All members
1.2	Declarations of interest in items on the agenda	N/A	To note	All members
1.3	Executive report from the Vice-Chancellor	AU.21-22/1	To note	Deputy Vice-Chancellor
1.4	Minutes of the last meeting held on 12 May 2021	AU.21-22/2	To approve	Chair/Secretary
1.5	Action tracking schedule	AU.21-22/3	To note	Chair/Secretary
1.6	Committee Effectiveness Review: progress report	AU.21-22/4	To consider	Chair/University Secretary
1.7	Committee schedule of business for 2021/22	AU.21-22/5	To note	Chair/Secretary

Section 2: Policy, Risk and Regulatory Matters

No.	Item	Item Code	Status	Lead(s)
2.1	Risk Management report including: ● update on the Corporate Risk Register ● update from UEB Think Tank session on risk ● updates to the Risk Management Policy (for endorsement and recommendation to Council) ● draft Assurance Maps	AU.21-22/6	To consider	Director of Planning & Risk
2.2	Office for Students (OfS) regulatory update	Verbal report	To note	University Secretary

Section 3: Internal and External Audit Frameworks, Plans and Reports

No.	Item	Item Code	Status	Lead(s)
3.1	Management update on status of previous internal audit recommendations	AU.21-22/7	To consider	Group Financial Controller
3.2	Internal Audit plan 2020/21: progress report Individual reports as follows: a. Follow Up: Phase 2 b. Risk Management [redacted] c. Data Returns [*Staff HESA Return*] [redacted] d. Faculty Health Checks [redacted] e. Sustainability/Climate Change [redacted] f. Core Financial Controls [*Student Loans Company*] [redacted]	AU.21-22/8	To consider	PwC [redacted] a. PwC b. Director of Planning & Risk c. Director of Planning & Risk/ Interim HR Director d. Group Financial Controller e. Pro-Vice-Chancellor (Research) f. Group Financial Controller
3.3	Final Internal Audit plan for 2021/22	AU.21-22/9	To note	PwC [redacted]
3.4	External Audit 2020/21 progress report	Verbal report	To note	KPMG [redacted]
3.5	Audit Fees (including non-audit work undertaken by the audit firms during the 2020-21 financial period)	AU.21-22/10	To approve	Group Financial Controller
3.6	Internal and external audit contracts	AU.21-22/11	To note	Group Financial Controller

Note: As an action arising from the effectiveness review, after the formal meeting the Committee members will hold a short closed meeting (i.e. without University officers or auditors in attendance) from 12:00-12:10.

Date of next meeting: Thursday 11 November 2021 (09:00-13:00, including joint meeting with the Finance Committee in respect of the 2020/21 financial statements).

Audit and Risk Committee Agenda

Meeting to be held on Thursday 11 November 2021 at 10:00 in room H/G21, Heslington Hall/via video-conferencing, following the joint meeting with the Finance Committee.

Category 1 - Main Agenda

Section 1: Standing Items

No.	Item	Item Code	Status	Lead(s)
1.1	Apologies for absence	N/A	To note	All members
1.2	Declarations of interest in items on the agenda	N/A	To note	All members
1.3	Executive report from the Vice-Chancellor	AU.21-22/12	To note	Deputy Vice-Chancellor
1.4	Minutes of the last meeting held on 23 September 2021	AU.21-22/13	To approve	Chair/Secretary
1.5	Matters arising and action tracking schedule	AU.21-22/14	To note	Chair/Secretary
1.6	Committee Effectiveness Review progress report: revised Committee terms of reference	AU.21-22/15	To consider	Chair/University Secretary
1.7	Committee schedule of business for 2021/22	AU.21-22/16	To note	Chair/Secretary

Section 2: Policy, Risk and Regulatory Matters

No.	Item	Item Code	Status	Lead(s)
2.1	Risk Management report including updates in respect of: • Corporate Risk Register • Assurance mapping • Risk appetite	AU.21-22/17	To consider	Director of Planning & Risk

Section 3: Internal and External Audit Frameworks, Plans and Reports

No.	Item	Item Code	Status	Lead(s)
3.1	Update on progress to implement internal audit actions in respect of cyber-security	AU.21-22/18	To consider	Director of IT Services
3.2	Internal Audit plan 2020/21: progress report Individual reports as follows: a. International Student Experience [York Management School] [redacted] b. Business Change [redacted] c. Digital Readiness [redacted]	AU.21-22/19	To consider	PwC [redacted] a. Pro-Vice-Chancellor (TLS) b. Deputy Vice-Chancellor c. Pro-Vice-Chancellor (TLS)
3.3	Internal Audit Annual Report and Opinion 2020/21	AU.21-22/20	To consider	PwC [redacted]
3.4	External Audit Year-end Report 2020/21	AU.21-22/21	To consider	KPMG [redacted]
3.5	Value for Money Report 2020/21	AU.21-22/22	To consider	Finance Director
3.6	Audit & Risk Committee Annual Report to Council 2020/21	AU.21-22/23	To consider	Chair/Secretary
3.7	Recommendation regarding the contract for internal audit services and verbal update on external audit fees *(Committee/University officers only, without the auditors present)*	AU.21-22/24	To consider	Finance Director
3.8	[redacted]	AU.21-22/25	To consider	Finance Director

Section 4: Annual Report and Accounts

No.	Item	Item Code	Status	Lead(s)
4.1	Management report on the basis of the accounts preparation (going concern assumption)	AU.21-22/26	To note	Finance Director
4.2	Draft annual report and financial statements for the year ended 31 July 2020 *(including management representation letter to the external auditors)*	See AU+FC.21-22/1 from the joint meeting with the Finance Committee	To consider for recommendation to Council	Finance Director

NOTE: As an action arising from the effectiveness review, after the formal meeting the Committee members will hold a short closed meeting (i.e. without University officers or auditors in attendance) from 12:55-13:00

Date of next meeting: Thursday 17 February 2022 (09:15)

Audit and Risk Committee Agenda

Meeting to be held on Thursday 17 February 2022 at 09:15 via video-conferencing.

Category 1 - Main Agenda

Section 1: Standing Items

No.	Item	Item Code	Status	Lead(s)
1.1	Apologies for absence	N/A	To note	All members
1.2	Declarations of interest in items on the agenda	N/A	To note	All members
1.3	Executive report from the Vice-Chancellor	AU.21-22/27	To note	Deputy Vice-Chancellor
1.4	Minutes of the meetings held on 11 November 2021 (including joint meeting with the Finance Committee) *(Reserved minutes re audit fees/contracts for Committee members/University officers only)*	AU.21-22/28 AU.21-22/29	To approve	Chair/Secretary
1.5	Action tracking schedule and schedule of business for current year 2021/22	AU.21-22/30 AU.21-22/31	To note	Chair/Secretary
1.6	Revised Committee terms of reference and schedule of business for 2022/23	AU.21-22/32	To consider	Chair/ University Secretary

Section 2: Policy, Risk and Regulatory Matters

No.	Item	Item Code	Status	Lead(s)
2.1	Risk Management report including updates in respect of: ● Corporate Risk Register ● Assurance Map ● Risk Appetite ● Health & Safety Deep Dive	AU.21-22/33	To consider	Director of Planning & Risk
2.2	Committee reflections/horizon-scanning in respect of corporate risks	AU.21-22/34	To consider	Committee members
2.3	Annual Report on Statutory Data Returns	AU.21-22/35	To consider	Director of Planning & Risk
2.4	Office for Students (OfS) regulatory update	Verbal report	To note	University Secretary

Section 3: Internal and External Audit Frameworks, Plans and Reports

No.	Item	Item Code	Status	Lead(s)
3.1	Internal Audit plan 2020/21: progress report (including management follow-up regarding previous recommendations) Individual reports as follows: a. Data Returns: Unistats [redacted] b. Planning, Budgeting and Financial Management [redacted] c. Core Financial Controls [redacted]	AU.21-22/36	To consider	PwC [redacted] a. Director of Planning b. Finance Director c. Finance Director
3.2	Management report on clearance of previous audit recommendations	AU.21-22/37	To consider	Group Financial Controller
3.3	External audit contracts and fees *(Committee/ University officers only without the auditors present)*	AU.21-22/38	To consider	Finance Director

Section 4: Confidential Report

No.	Item	Item Code	Status	Lead(s)
4.1	[redacted]	[redacted]	[redacted]	[redacted]

NOTE: As an action arising from the effectiveness review, after the formal meeting the Committee members will hold a short closed meeting (i.e. without University officers or auditors in attendance) from 12:00 - 12:10

Date of next meeting: Thursday 12 May 2022 (09:15)

Audit and Risk Committee Agenda

Meeting to be held on Thursday 12 May 2022 at 09:15 in room H/G09, Heslington Hall

Category 1 - Main Agenda

Section 1: Standing Items

No.	Item	Item Code	Status	Lead(s)
1.1	Apologies for absence	N/A	To note	All members
1.2	Declarations of interest in items on the agenda	N/A	To note	All members
1.3	Executive report from the Vice-Chancellor (including horizon scanning approach)	AU.21-22/40	To note	Deputy Vice-Chancellor
1.4	Minutes of the last meeting held on 17 February 2022 and of Chair's Action (April 2022) [redacted]	AU.21-22/41	To approve	Chair/Secretary
1.5	Action tracking and schedule of business for current year 2021/22	AU.21-22/42 AU.21-22/43	To note	Chair/Secretary
1.6	Final revised Committee terms of reference	AU.21-22/44	To note	Chair/University Secretary
1.7	Draft schedules of business for next three years 2022/23 - 2024/25	AU.21-22/45	To consider	Chair/Secretary

Section 2: Policy, Risk and Regulatory Matters

No.	Item	Item Code	Status	Lead(s)
2.1	2021/22 Financial Statements Plan (including accounting policies)	AU.21-22/46	To note	Finance Director/Group Financial Controller
2.2	Risk Management report including ● General Risk Management Update ● Corporate Risk Register Update ● Health & Safety Deep Dive Summary	AU.21-22/47	To consider	Director of Planning & Risk / Risk Manager
2.3	Annual Health & Safety Report 2021: Executive Summary	AU.21-22/48	To consider	Director of Planning & Risk/Director of Health & Safety

Section 3: Internal and External Audit Frameworks, Plans and Reports

No.	Item	Item Code	Status	Lead(s)
3.1	External audit plan and strategy in respect of the year ending 31 July 2022	AU.21-22/49	To consider	KPMG [redacted]
3.2	Internal audit plan for 2021/22: progress report	AU.21-22/50	To consider	PwC [redacted]
3.3	Internal audit plan for 2022/23	AU.21-22/51	To approve	PwC [redacted]
3.4	External audit tender: update *(to be considered at end of meeting without the auditors present)*	Verbal report	To note	Finance Director

NOTE: As an action arising from its effectiveness review, after the formal meeting the Committee members will hold a short, closed meeting (i.e. without University officers or auditors in attendance).

Date of the next meeting: Thursday 14 July 2022 (0915-1230)

Audit and Risk Committee Agenda

Meeting to be held on Thursday 14 July 2022 at 09:15 via video-conference.

Category 1 - Main Agenda

Section 1: Standing Items

No.	Item	Item Code	Status	Lead(s)
1.1	Apologies for absence	N/A	To note	All members
1.2	Declarations of interest in items on the agenda	N/A	To note	All members
1.3	Executive report from the Vice-Chancellor	AU.21-22/52	To note	Deputy Vice-Chancellor
1.4	Minutes of the last meeting held on 12 May 2022 [redacted]	AU.21-22/53	To approve	Chair/Secretary
1.5	Action tracking and schedule of business for current year 2021/22	AU.21-22/54 AU.21-22/55	To note	Chair/Secretary
1.6	Updated schedules of business for 2022/23 - 2024/25	AU.21-22/56	To consider	Chair/Secretary

Section 2: Policy, Risk and Regulatory Matters

No.	Item	Item Code	Status	Lead(s)
2.1	Risk Management report including: ● Corporate Risk Register Updates ● Risk Appetite Update ● Future Deep Dives	AU.21-22/57	To consider	Director of Planning and Risk/Risk Manager
2.2	Speak Up Policy	AU.21-22/58	To consider	Director of Human Resources
2.3	Office for Students (OfS) regulatory update	Verbal report	To note	University Secretary

Section 3: Internal and External Audit Frameworks, Plans and Reports

No.	Item	Item Code	Status	Lead(s)
3.1	Internal audit plan 2021/22 - progress report Individual report as follows: • Student Recruitment/Cohort Balance [redacted]	AU.21-22/59	To consider	PwC [redacted] • Director of External Relations
3.2	Internal audit plan for 2022/23	AU.21-22/60	To approve	PwC [redacted]
3.3	External audit tender: progress report *(to be considered at end of meeting without the auditors present)*	Verbal report	To note	Finance Director

Note: After the formal meeting the Committee members will hold a short closed meeting (i.e. without University officers or auditors in attendance).

Date of the next meeting: Thursday 29 September 2022 (0915-1230)