

[Confidential in respect of Minutes 19/07, 19/10, 19/12]

**MINUTES OF THE MEETING OF THE AUDIT COMMITTEE ON 16 JANUARY 2019**

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**Present**

Harry Mears	Co-opted Member
James Rimmer	Independent Governor
John Simpson (Chair)	Independent Governor

**In attendance**

Professor Graham Baldwin	Vice-Chancellor
Dr Caroline Carpenter	University Secretary
Andy Riggs	Chief Finance Officer
Bridget Woolven	Clerk to the Governors
Terri Speake	Audit Manager, PwC
David I'Anson	Audit Partner, BDO
Lucy Driver	Audit Manager, BDO

**19/01 Welcome & Apologies**

Apologies: Alison Colley, Lena Samuels and Captain Emma Tiller. Welcomed: James Rimmer, Lucy Driver, and Terri Speake. The Committee was quorate. In the absence of Lena Samuels, John Simpson assumed the Chair of the Committee.

**19/02 Conflict of Interests** - Harry Mears, who is employed by KPMG, declared a conflict of interest in the item relating to the External Audit tender.

**19/03 Minutes of the previous meeting on 13 November** - approved.

**19/04 Matters arising from the previous meeting** -

- i. Min 18/39, the Clerk reported that Kingston City Group's Competition and Marketing Authority (CMA) benchmarking report and its CMA internal audit report had been circulated to members by email on 6 December;
- ii. Min 18/48, the Clerk reported that the single amendment to Audit Committee's report to the Board had been implemented before the Board approved the report on 28 November.

**19/05 Confidential Pre-Meeting****Oral Report**

There was nothing significant to report from the members' pre-meeting.

**19/06 Transparency Review submissions 2017/18**  
Presented by Andy Riggs, Chief People Officer**Paper 19/AC/01**

The Committee:

- i. Noted the paper and confirmed the University's compliance with the TRAC Assurance Requirements, per the reports at Annex 1 and also Annex 2 which had been circulated earlier in the day;
- ii. Agreed to delegate to the Vice-Chancellor approval of final TRAC and TRAC (T) numbers before submission;

- iii. Agreed that the submitted numbers would be circulated to Committee members post-submission.

**19/07 Review of Risks** **Presentation - Confidential**  
**Presented by: Andy Riggs, Chief Finance Officer & Professor Graham Baldwin, Vice-Chancellor**

This minute is confidential.

**19/08** No complaints had been received under the Public Information Disclosure Act and the University's Fraud Policy and:

- i. No complaints have been received either by the Clerk to the Governors, University Secretary, or Chairman of the Board under the Public Information Disclosure Act;
- ii. No cases of fraud had been reported.

**19/09** The Committee noted that, since the last meeting, no "serious incident", or suspicion or allegation thereof, as defined as reportable to the Office for Students (OfS) by the Charity Commission and outlined in the University's Financial Regulations, has been reported to the Chief Finance Officer, Clerk to the Governors, or the University Secretary.

**19/10 Whistle-Blowing** **Paper 19/AC/03**  
**Presented by: Professor Graham Baldwin** **Confidential**

This minute is confidential.

**19/11 Meeting Dates for 2018/19**

Wednesday 20 March 2019 - Members' Pre-Meeting at 5pm, Meeting at 5.30pm  
Wednesday 19 June 2019 - Members' Pre-Meeting at 5pm, Meeting at 5.30pm

*The External and Internal Auditors and Harry Mears left the meeting at this point. The Committee was no longer quorate.*

**19/12 External Audit tender** **Paper 19/AC/02**  
**Presented by: Andy Riggs** **Confidential**

This minute is confidential.