

[Confidential in respect of Minutes 21/26-36, 21/38-40]

**MINUTES OF THE MEETING OF AUDIT COMMITTEE ON WEDNESDAY 16 JUNE 2021  
VIA ZOOM**

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**Present**

Don Iro	Independent Governor
James Rimmer	Independent Governor & Audit Chair
Lena Samuels	Independent Governor

**In attendance**

Dr Caroline Carpenter	University Secretary & Registrar
Kerrie Clark	Financial Controller
Paul Colbran	Chief Operations Officer (absent from Minute 21/34)
Eran Kochlany	Chief Financial Officer
Professor Karen Stanton	Vice-Chancellor (from Min 21/31)
Andrea Thompson	Deputy Vice-Chancellor (Resources)
David I'Anson	Audit Partner, BDO
Ben Connor	Internal Auditor, PwC
Lucy Driver	Audit Manager , BDO
Bridget Woolven	Clerk to the Governors
Mike Palmer	Head of Registry and Student Services (Min 21/30 only)

**21/24 Welcome & Apologies**

- i. Apologies: Committee members Harry Mears and John Simpson.
- ii. The Committee was quorate throughout.

**21/25 Conflict of Interests** - No conflicts of interest were declared.**21/26 Minutes of the Audit Committee meeting on 27 April 2021** **Confidential**

Approved.

**21/27 Matters Arising** **Confidential**

This minute is confidential.

**21/28 Report on Pre-Meeting discussion**

This minute is confidential.

**21/29 Risk Management Group Report & Register Presented by: Dr Caroline Carpenter, University Secretary & Registrar** **Paper 21/AC/13 Confidential**

This minute is confidential.

*(Mike Palmer joined the meeting.)*

- 21/30 Internal Audit Reports** **Paper 21/AC/14**  
**Confidential**  
i. **Data Quality - Student HESA**

This minute is confidential.

*(Mike Palmer left the meeting.)*

- ii. **Internal Audit Progress Report** **Confidential**  
**Presented by: Ben Connor, PwC**

This minute is confidential.

- 21/31 Internal Audit Plan 21/22** **Paper 21/AC/16**  
**Confidential**  
**Presented by: Ben Connor, PwC**

This minute is confidential.

*(Professor Karen Stanton joined the meeting.)*

- 21/32 Internal Audit Report - Cyber Security** **Paper 21/AC/14**  
**Confidential**

This minute is confidential.

- 21/33 Capital Projects Internal Audit Outcomes** **Paper 21/AC/15**  
**Confidential**  
**Presented by: Paul Colbran,**  
**Chief Operations Officer**

This minute is confidential.

*(Paul Colbran left the meeting.)*

- 21/34 External Audit Strategy** **Paper 21/AC/17**  
**Confidential**  
**Presented by: David I'Anson, BDO**

This minute is confidential.

- 21/35 Annual Report on GDPR and FOI** **Paper 21/AC/18**  
**Confidential**  
**Presented by: Dr Caroline Carpenter,**  
**University Secretary & Registrar**

- i. Dr Carpenter said that GPDR and FOI were included in the Essentials training that staff are required to take.  
ii. The Committee noted the report.

- 21/36 Self-Evaluation of Audit Committee** **Paper 21/AC/19**  
**Confidential**  
**Presented by: Bridget Woolven**

This minute is confidential.

- 21/37 Order of Business 21/22** **Paper 21/AC/20**

Noted.

**21/38 Complaints received under the Public Information Disclosure Act and the University's Fraud Policy**

The Committee noted that, since the last meeting:

- i. No complaints had been received either by the Clerk to the Governors or Chairman of the Board under the Public Information Disclosure Act.

**21/39 Office for Students (OfS) Reportable Incidents** **Confidential**

The Committee noted that since the last meeting:

- i. No serious incident(s), or suspicion or allegation thereof, as defined as reportable to the OfS by the Charity Commission and outlined in the University's Financial Regulations, had been reported to Chief Financial Officer or the University Secretary.
- ii. Since the last meeting, there had been no reportable event(s), as defined by the OfS, that 'could materially affect or materially effects the provider's legal form of business model and/or its willingness or ability to comply with its conditions of registration'.

**21/40 Reporting Whistle Blowing** **Confidential**

The Committee noted that, since the last meeting, no incidents involving whistle blowing had been reported to the Chief Financial Officer or University Secretary.

**21/41** This minute is confidential.

**21/42 Meeting Dates - 2021/22:**

Wednesday 3 November 2021 at 17:15 hrs, preceded by pre-meeting discussion by Governors at 17:00hrs.  
Tuesday 25 January 2022  
Wednesday 30 March 2022  
Wednesday 8 June 2022

The meeting ended at 19:30hrs.