

[Confidential in respect of Minutes 19/18, 19/20, 19/25, 29/26]

**MINUTES OF THE MEETING OF THE AUDIT COMMITTEE ON 20 MARCH 2019**

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**Present**

Alison Colley	Independent Governor
James Rimmer	Independent Governor
John Simpson (Acting Chair)	Independent Governor
Captain Emma Tiller	Independent Governor

**In attendance**

Professor Graham Baldwin	Vice-Chancellor
Emma Butler	Audit Director, PwC
Dr Caroline Carpenter	University Secretary
Andy Riggs	Chief Finance Officer
Bridget Woolven	Clerk to the Governors
David I'Anson	Audit Partner, BDO

**19/13 Welcome & Apologies**

Apologies: Harry Mears and Lena Samuels. The Committee was quorate.

**19/14 Conflict of Interests** - No conflicts of interest were declared.

**19/15 Minutes of the previous meeting on 16 January 2019** - approved.

**19/16 Matters arising from the previous meeting** - There were no matters arising.

**19/17 Confidential Pre-Meeting** **Oral Report**

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

**19/18 Review of Risks** **Presentation - Confidential**

This minute is confidential.

**19/19 Report from Risk Management Group** **Paper 19/AC/03**  
**Presented by: Andy Riggs, Chief Finance Officer** **Confidential**

The Committee reviewed the Vice Chancellor's Group (VCG) assessment of key University risks and associated action plan.

This minute is confidential.

**19/20 Internal Audit Progress Report 2018/19** **Paper 19/AC/04**  
**Presented by: Emma Butler, Audit Director, PwC** **Confidential**

This minute is confidential.

**19/21 Public Information Disclosure Act and the University's Fraud Policy**

The Committee noted that, since the last meeting,

- i. no complaints had been received by the Chairman of the Board or the Clerk to the Governors under the Public Information Disclosure Act;
- ii. No cases of fraud had been reported to the Chief Finance Officer of the Clerk to the Governors.

#### 19/22 Reporting Serious Incidents

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, had been reported to the Chief Finance Officer or the Clerk to the Governors.

#### 19/23 Whistle Blowing

The Committee noted that, since the last meeting, no incidents involving whistle blowing had been reported to the Chief Finance Officer or Clerk to the Governors.

#### 19/24 Meeting Dates for 2018/19

Tuesday 2 July 2019 - Members' Pre-Meeting at 5pm, Meeting at 5.30pm.

*The External and Internal Auditors left the meeting at this point.*

19/25 Evaluation of External and Internal Audit Services      Paper 19/AC/05  
Confidential

This minute is confidential.

19/26 External Audit tender      Oral report  
Presented by: Kerrie Clark      Confidential

This minute is confidential.