

**UNIVERSITY OF ROEHAMPTON
COUNCIL
AUDIT COMMITTEE**

**Minutes of the 76th meeting held on Monday 6 June 2022
Meeting held via MS Teams**

Present: Kevin Thomas (Chair), Vince Paine, Sheena Pindoria

Secretary: George Turner

In attendance: Jean-Noël Ezingear, Anna Gough-Yates, Baljit Kaur, Jeannine Marlow, Tom Rowson, Ranjit Sahota,¹ Paula Willock (BDO)

Apologies: David Sharkey

MINUTES AND BUSINESS MATTERS

RAC76.1 Welcomes, introductions, apologies, conflicts of interest

No conflicts of interest were declared. The Committee noted that Item RAC76.5 would be taken after items RAC76.6 - 76.8.

RAC76.2 Minutes

Approved: The minutes of the 74th and 75th meetings as set out in Paper RAC76/1, including those elements that were to be redacted prior to publication.

RAC76.3 Matters arising

Noted: The matters arising as set out in Paper RAC76/2.

RAC76.4 Additional Business

Noted: There was no additional business.

MATTERS FOR DECISION AND RATIFICATION

RAC76.5 Risk management²

Approved: The recommended changes to the University's risk management documents as set out in Paper RAC76/3. A correction to the paper was noted in that the University's ITT application had been successful at the initial stage, but had not yet received final approval. The Committee also noted:

¹ For item RAC76.7 only

² Taken after Items RAC76.6 - 76.8.

- That rising inflation and associated cost of living increases could have an impact on the scoring for risk A8 – student outcomes. The University would monitor lead indicators such as hardship funding application rates and re-enrolment rates, and adjust as necessary.
- That progress had been made closing out actions on the detailed risk register, although there remained work to do.

RAC76.6 Update on the Strategy Delivery Programme

Noted: The presentation by the Deputy Vice-Chancellor & Provost (slides from which were circulated to members after the meeting), including in particular:

- That that programme was on track and was likely to be delivered on time. The residual risk was of disruption to the University’s operations.
- That following submission of a reportable event, the Office for Students had made a number of follow-up enquiries. These related to the number of applicants and students affected, whether the University intended to close any departments or schools and the University’s intentions regarding submission of a revised Student Protection Plan. On the date of the meeting, a response had been drafted and the data was being quality checked before being issued to the OfS.³
- That a reference to the Strategy Delivery Programme should be included in risk N2.

Action: Chief Operating Officer

RAC76.7 Minute exempt from publication under s.43 Freedom of Information Act 2000.

RAC76.8 Office for Students: Compliance update

Noted: The update on the University’s compliance with the OfS conditions of registration (Paper RAC76/5). The Committee noted that, while the level of risk in relation to Conditions C1 and C3 was elevated in response to the Strategy Delivery Programme, no breach was anticipated. The University was engaging in dialogue with the OfS to ensure that any concerns are resolved at an early stage.

MATTERS FOR DISCUSSION

RAC76.9 Internal Audit matters

Noted: The internal audit updates set out in papers RAC76/6a, 6b and 6c, including the following:

³ Secretary’s note – the response to the OfS was issued on 8 June 2022.

- That good progress had been made with follow up and a number of open actions in the paper were now closed. It was agreed that KCG would explore an alternative way to present the open SRS recommendations given that they were not currently live but will become so again once the business case for a new SRS had been approved.
- That the IT benchmarking report had been shared with the University's CIO and Deputy Director of IT who would consider how best to apply learning from it. Cyber Security presented the biggest IT risk to the University, with regular reports provided to the Audit Committee throughout the year.
- That the annual School audits would present a good opportunity for KCG to examine the impact of the Strategy Delivery Programme once it was complete.

Approved: The proposed Internal Audit Plan for 2022-23 (Paper RAC76/7), subject to further discussions between KCG and Management regarding an appropriate financial audit focused on the financial sustainability risk. The final version of the plan would be reviewed at the September meeting of the Audit Committee.

Action: KCG

RAC76.10 Review of accounting policies and SORP compliance

Noted: The paper confirming that, at present, there are no changes to the University's accounting policies for the current financial year (Paper RAC76/8). A final review would be conducted at the end of July 2022 and, if any changes are required as a result of OfS guidance, the Audit Committee would be updated in due course.

RAC76.11 External Audit planning report

Minute exempt from publication under s.43 Freedom of Information Act 2000.

RAC76.12 Annual review of Committee effectiveness

Noted: That a short meeting would be convened by the Secretary over the summer for the Committee to conduct a self-review of effectiveness, using the relevant CUC template as a guide.

Action: Secretary

RAC76.13 Draft plan of business for the Audit Committee 2022-23

Approved: The plan of business for 2022-23 as set out in Paper RAC76/10, noting that a biannual report on UKVI compliance would be added.

Action: Secretary

MATTERS FOR INFORMATION

RAC76.14 Minutes and reports from Council

Noted: The minutes and reports from Council as set out in Paper RAC76/11.

Minute exempt from publication under s.43 Freedom of Information Act 2000.

RAC76.15 Public interest disclosures and reportable events

Noted: That there had been no public interest disclosures received since the last meeting. No reportable events had been submitted to the OfS other than the report set out in the paper (Paper RAC76/12) and discussed under item RAC76.6.

RAC76.16 Committee terms of reference, composition and membership for 2021-22

Noted: The terms of reference, composition and membership for 2021-22 as set out in Paper RAC76/13.

Date of next meeting: Monday 26 September 2022

Dr George Turner
University Secretary
June 2022