



Annual Schedule of Business 2019–20

Outcome requested	<p>Audit and Risk Committee is asked to:</p> <p>[a] approve the Annual Schedule of Business for the academic year 2019–20;</p> <p>[b] consider topics for deep dives for inclusion in the schedule.</p>
Executive Summary	<p>[a] The schedule of business sets out the Committee’s plan of work for the 2019–20 academic year. It includes items that are required to ensure compliance with the Office for Students’ (OfS) Terms and conditions of funding for 2019–20.</p> <p>[b] During 2019–20, QMUL will be required to submit an annual accountability return to the OfS, the Committee will consider the following elements:</p> <ul style="list-style-type: none"> i. Signed audited financial statements for 2018–19; ii. Financial forecasts to 2023/24; iii. Audit Committee’s annual report for 2018–19; iv. Internal auditor’s annual report for 2018–19; v. External auditor’s management letter and the provider’s management response to this for 2018–19; vi. Value for money return. <p>[c] The OfS has indicated that the TRAC return will need to be approved prior to submission. Guidance from the OfS on the TRAC return will be issued in September 2018. Approval of the TRAC return process is currently scheduled for March 2020 but the timing of this will be reviewed once the guidance is published.</p> <p>[d] The timescale for the Committee to review the revised Financial Regulations and Scheme of Financial Delegation has been provisionally set for October 2018.</p>
QMUL Strategy:	The schedule of business relates to all aspects of the strategic plan.
Internal/External regulatory/statutory reference points:	OfS Terms and conditions of funding for 2019–20 CUC Handbook for Members of Audit Committees in Higher Education Institutions Annual Provider Review requirements
Strategic Risks:	13 – Maintain effective and constructive governance
Equality Impact Assessment:	Not required

Subject to prior and onward consideration by:	For consideration by the Committee only.
Confidential paper under FOIA/DPA:	No.
Timing	The plan covers the academic year 2019–20.
Author	Nadine Lewycky, Assistant Registrar (Governance)
Date	03 June 2019
Senior Management/External Sponsor	David Willis, Chair of Audit and Risk Committee

Audit and Risk Committee Schedule of Business 2019–20

03 October 2019

The meeting will be preceded by an *in camera* meeting with the Internal Auditors.

Risk Management	Deep dive presentation (TBC)
	Strategic Risk Register
	Whistle blowing cases since the last meeting
	Update on external risks
Financial Control	Fraud/financial irregularities occurring since the last meeting
Statutory and Regulatory Compliance	Annual report on research integrity
	Legal compliance report (including annual report on Prevent)
Internal Audit	KPMG update on internal audit recommendations
	Internal Audit Annual Report 2019–20
External Audit	External Audit 2018 Management Letter: progress report on actions
	External Audit 2018 interim comments (oral report)
Committee Management and Reporting	ARC Annual Report 2018-19 Draft 1

11 November 2019

The meeting will be preceded by an *in camera* meeting with the External Auditors.

Risk Management	Deep dive presentation (TBC)
	Whistle blowing cases since the last meeting
	Update on external risks
Financial Control	Fraud/financial irregularities occurring since the last meeting
	Value for Money annual report
Statutory and Regulatory Compliance	Assurance arrangements for statutory returns
	Fire, Health and Safety annual report
	Interim update on compliance management
Internal Audit	Planned internal audit reports (TBC)
	KPMG update on internal audit recommendations
	Internal Audit Annual Report 2018–19
External Audit	Audited Financial Statements 2018–19
	External Audit Opinion on Financial Statements 2018–19
	External Audit Management Representation Letter
	External Audit annual report
Committee Management and Reporting	ARC Annual Report 2018–19 Draft 2

12 March 2020

Risk Management	Deep dive presentation (TBC)
	Strategic Risk Register
	Update on external risks
	Whistle blowing cases since the last meeting
Financial Control	Fraud/financial irregularities occurring since the last meeting
Statutory and Regulatory Compliance	2018–19 TRAC process approval
Internal Audit	Planned Internal Audit Reports (TBC)
	KPMG update on internal audit recommendations
	Annual review of Internal Auditor appointment
External Audit	External Audit Plan 2019–20 and fees
	Annual review of External Auditor appointment

10 June 2020

Risk Management	Deep dive presentation (TBC)
	Strategic Risk Register
	Whistle blowing cases since the last meeting
	Update on external risks
Financial Control	Fraud/financial irregularities occurring since the last meeting
	Policies requiring review/approval (TBC):
Statutory and Regulatory Compliance	OfS assurance reports:
	Annual Funding Data Reconciliation Exercise
Internal Audit	Planned Internal Audit Reports (TBC)
	Internal audit plan 2020–21
Committee Management and Reporting	Review of Committee Terms of Reference, membership and effectiveness
	Annual Schedule of Business 2020–21