



Annual Schedule of Business 2023–24

Outcome requested	Audit and Risk Committee is asked to consider the indicative Annual Schedule of Business for the academic year 2023–24.
Executive Summary	<p>The Committee is asked to consider and comment on the draft annual schedule of business for 2023–24. The plan incorporates feedback from the Committee throughout the year on topics that it would like to see.</p> <p>Committee members are asked to suggest topics for deep dives. These will be scheduled as part of a holistic programme across FIC, ARC and Council.</p> <p>A further iteration of the annual plan will come back to the meeting in September for approval.</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 CUC Audit Committees code of practice CUC Handbook for Members of Audit Committees in Higher Education Institutions Annual Provider Review requirements Audit and Risk Committee terms of reference
Strategic Risks:	Effective governance supports all aspects of the strategy.
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 2022–23.
Author	Nadine Lewycky, Head of Secretariat
Date	16 June 2023
External Sponsor	Peter Thompson, Chair of Audit and Risk Committee

Audit and Risk Committee Schedule of Business 2023–24

28 September 2023

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, including 2022–23 annual report
	Update on external risks
Financial Control	Fraud/financial irregularities occurring since the last meeting
Statutory and Regulatory Compliance	Annual report on research integrity
	Update on information governance and cyber security
Internal Audit	KPMG update on internal audit recommendations
	Planned internal audit reports (TBC)
	Internal audit annual report 2022–23
External Audit	External Audit 2022 Management Letter: progress report on actions
	External Audit 2023 interim comments (oral report)
	Draft narrative to the Financial Statements 2022–23
Committee Management and Reporting	ARC Annual Report 2022–23 Draft 1
	Review of Committee Terms of Reference, membership and effectiveness

14 November 2023

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
Financial Control	Fraud/financial irregularities occurring since the last meeting
Statutory and Regulatory Compliance	Assurance arrangements for statutory returns
	Fire, Health and Safety annual report
	Legal Compliance report
Internal Audit	Planned internal audit reports (TBC)
External Audit	Audited Financial Statements 2022–23
	External Audit Opinion on Financial Statements 2022–23
	External Audit Management Representation Letter
	External Audit annual report
Committee Management and Reporting	ARC Annual Report 2022–23 Draft 2

12 March 2024

Risk Management	Deep dive presentation (TBC)
	Strategic Risk Register
	Whistle blowing cases since the last meeting
Financial Control	Fraud/financial irregularities occurring since the last meeting
Statutory and Regulatory Compliance	Health and Safety interim update
	Update on information governance and cyber security
Internal Audit	Planned Internal Audit Reports (TBC)
	KPMG update on internal audit recommendations
	Annual review of Internal Auditor appointment

External Audit	External Audit Plan 2023–24 and fees
	Annual review of External Auditor appointment

18 June 2024

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
	Policies requiring review/approval (TBC)
Internal Audit	Planned Internal Audit Reports (TBC)
	Internal audit plan 2024–25
Committee Management and Reporting	Annual Schedule of Business 2024–25