
Meeting: **AUDIT COMMITTEE**

Date and time: **Wednesday 30th September 2015 at 10.15 am**

Venue: **4 West Board Room**

Present: Mrs R Foreman (Chair)

Dr M Hipkins	Lay member of Council
Ms S Pennie	Appointed Member
Mr P Sheppard	Appointed Member

In attendance:

Ms D Aderyn	Director of Finance and Commercial Services
Mr M Williams	Chief Financial Officer
Mr M Ricketts	Head of Internal Audit
Ms M C Henderson	Secretary

Apologies:

Mr M Hawkesworth	Lay member of Council
Mr S Sharpe	Lay member of Council
Professor Dame Glynis Breakwell	Vice-Chancellor

ACTION

1207 COMMITTEE MEMBERSHIP AND TERMS OF REFERENCE

The Committee noted:

- 1) Membership and Terms of Reference for the Committee as set out in Paper A15/16-1.
- 2) Terms of Reference for the Internal Audit Department as set out in Paper A15/16-2.

1208 MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 10th June 2015 (Paper A15/16-3) were approved as a correct record and signed by the Chair.

1209 MATTERS ARISING

- (1) Minute 1199, Head of Internal Audit

The Chair reported that the selection process was continuing for the post of Head of Internal Audit, with interviews taking place at the

end of October.

The Director of Finance and Commercial Services confirmed that care would be taken to ensure that the business process role held by the Head of Internal Audit did not conflict with any audit work undertaken.

1210 ANNUAL REPORT OF THE AUDIT COMMITTEE

The Committee considered the Annual Report of the Audit Committee for the year ended 31st July 2015 (Paper A15/16-4).

It was noted that the underlined text of the report would be updated following consideration of the External Auditors' Management Report and Highlights Memorandum.

The Head of Internal Audit reported that the format of the report and the opinions given met the HEFCE requirements.

AGREED that there should be a reference to the Head of Internal Audit taking up post as Director of Process Improvement with effect from June. The Director of Process Improvement maintains a supervisory role for Internal Audit in the interim, whilst a new Head of Internal Audit is being recruited. The note should give reassurance regarding the continued independence of the Head of Internal Audit to carry out his responsibilities.

1211 STATUS REPORT ON INTERNAL AUDITS

The Committee considered a report on audits in the 2014/15 programme (Paper A15/16-7). The Head of Internal Audit advised that the Procurement audit would be deferred to the 2015/16 programme.

1212 TRAINING EVENTS FOR AUDIT COMMITTEE MEMBERS

The Committee noted seminars being run by BDO as follows:
Wednesday 14 October 2015 (London)
Wednesday 18 May 2016 (Manchester)
Wednesday 25 May 2016 (London)
Wednesday 11 October 2016 (Birmingham)
Tuesday 18 October 2016 (London).

1213 DATES OF MEETINGS 2015/16

Tuesday 10th November 2015
Wednesday 27th January 2016
Wednesday 20th April 2016
Wednesday 8th June 2016

All meetings are held at 10.15 am in the 4 West Board Room.