



A meeting of the Audit Committee will be held on **Monday 10 February 2020** at **1000hrs** in **Meeting Room 209, 2nd Floor, Sutherland Building, City Campus**. *The first fifteen minutes of the meeting is a closed session with Committee Members and representatives of external and internal audit.*

AGENDA

Agenda Item		Item Code	Lead Member/ Officer
1.	<u>Introduction, Meeting Record, Reporting and Context</u>		
	i. Declarations of Interests	Oral Report	A Corfield
	ii. 09 September 2019 Committee Meeting:		↓ SF O'Donnell SF O'Donnell
	➤ Confidential Minutes	AC19/22i	
	➤ Reserved Business Minutes	AC19/22ii	
	iii. 04 November 2019 Committee Meeting:		
	➤ Executive Summary	AC19/47i	
	➤ Confidential Minutes	AC19/47ii	
	iv. 23 January 2020 Committee Meeting:		
	➤ Confidential Minutes (TRAC Return 2018/19)	AC19/48	
	v. Summary Action List/Matters Arising	AC19/49	
	vi. Updated Committee Terms of Reference	AC19/50	
	vii. Committee Annual Evaluation of Effectiveness 2017/18	AC19/51	
	viii. Vice-Chancellor's Horizon Scanning		
2.	<u>Internal Audit</u>		
	i. Outstanding Audit Actions: 13 January 2020	AC19/52	SF O'Donnell
	ii. Internal Audit 2019/20 Progress Report and Q1 Audits:	AC19/53	S Reid
	➤ Revenue Completeness	AC19/54	S Newitt
3.	<u>Policy Risk and Assurance</u>		
	i. Health, Safety and Wellbeing Report Q2 2019/20	AC19/55	Prof G Marston/ J Embley
	ii. Revised Strategic Risk Register	AC19/56	SF O'Donnell
	iii. Reportable Incidents Update	AC19/57	SF O'Donnell
	iv. TRAC for Teaching (T) 2018/19 Return	AC19/58	Prof P Francis
	v. Data Assurance 2019/20 Priorities	AC19/59	SF O'Donnell
	vi. Committee Agenda Plan 2019/20	AC19/60	A Corfield
All attendees other than the Secretary and Assistant Secretary to leave the meeting			
4.	<u>Reserved Committee Discussion</u>		
	Private discussion		A Corfield