

**AUDIT COMMITTEE**  
**Items Circulated 6 October 2022**  
**CONFIRMED SUMMARY MINUTES**

Contact Georgina Bailes, [georgina.bailes@northumbria.ac.uk](mailto:georgina.bailes@northumbria.ac.uk), Secretary to the Board of Governors,  
with any queries about these Summary Minutes.

Being the outstanding agenda items of the rescheduled 19 September 2022 meeting not covered in the meeting on 23 September 2022.

Circulated to Committee Members: James Bromiley (Chair), Alasdair Corfield, John Hudson, Peter Judge, Sally Pelham, Amy Rice-Thomson

Circulated to Observers: Stella Liu

Also circulated to: Clare Partridge, John Blewett (KPMG), Susan McNair, Paul Charnock (PwC), Dr Roberta Blackman-Woods, Professor Andy Long, Professor Tom Lawson, Dr Simon Corbett, Dan Monnery, Simon Newitt, Clare Stogden, Jack Taylor

Secretary: Georgina Bailes, Richard Elliott (Assistant Secretary)

**3. Internal Audit 2021/22**

**Outstanding Audit Actions [AC22/03]**

The Committee considered progress in the implementation of previously agreed audit actions. Of the 30 actions, fifteen were not yet falling due for implementation, thirteen were reported as fully implemented and two were reported as overdue against their agreed implementation dates. **The Committee approved the requested extension to the implementation dates of the overdue actions.**

**Internal Audit Progress Report 2021/22 [AC22/04]**

The Committee considered progress on the implementation of the 2021/22 Internal Audit Plan which was on track. Planned reviews were in progress with good engagement from management. The original scope of the ERP review focussing on user acceptance testing and output had been deferred to the 2022/23 plan. This change had also impacted on the review of the HR elements of the ERP system. **The Committee noted the report.**

**Student Feedback audit report [AC22/05]**

The Committee considered the Student Feedback internal audit report which was rated as low risk overall. **The Committee noted the report and that the Module Evaluation Questionnaire would be aligned to the key areas of the National Student Survey when the new set of questions was confirmed by OfS.**

**Student Accommodation ANUK [AC22/06]**

The committee considered the Student Accommodation ANUK internal audit report. **The Committee noted the report and that a review of whether this code was the most appropriate for the University to follow would be undertaken.**

**Student HESA audit report [AC22/07]**

The Committee considered the Student HESA internal audit report which had been rated as medium risk overall. **The Committee noted the report, that processes were in place to identify and resolve any issues in the data and that the submission process to HESA allowed for the identification and correction of any remaining errors before final submission.**

	<p><b><u>Internal Audit Progress Report 2022/23</u></b> [AC22/08]  The Committee considered the 2022/23 internal audit plan which included an indicative plan for future reviews. <b>The Committee noted the report.</b></p>
4.	<p><b><u>Policy, Risk and Assurance</u></b></p> <p><b><u>Draft Safeguarding and Prevent Annual Report 2021/22</u></b> [AC22/11]  The Committee considered the draft Safeguarding and Prevent Annual Report 2021/22 noting that the Prevent Duty had been incorporated into the University’s wider Safeguarding approach and that the OfS required an annual Prevent accountability statement and associated dataset. <b>The Committee noted the draft report and provided a range of suggestions for the final version which would be reported to the 14 November Committee meeting.</b></p> <p><b><u>Draft Audit Committee Annual Report 2021/22</u></b> [AC22/12]  The Committee consider the draft Audit Committee Annual Report 2021/22 noting that the final report would be submitted to the Committee for approval at the 14 November meeting and would include additional information that was not yet available. Although OfS had removed the requirement to submit the report to them, the report remained a key part of the University’s governance infrastructure facilitating reflection on the Committee’s work. <b>The Committee noted the draft report and provided a range of suggestions for the final version.</b></p> <p><b><u>Insurance Coverage Report</u></b> [AC22/13]  The Committee considered the Insurance Coverage Report 2021/22 noting that the University continued to use appropriate insurance coverage as a key element of risk management, ensuring that appropriate cover was in place for both mandatory requirements and to manage key insurable risks. <b>The Committee noted the report, noted that a market review supported would be carried out during the next twelve months, in advance of the final twelve months of the current fixed deal, and noted that insurance cover for all of the University’s locations, typically under local arrangements, was currently under review.</b></p> <p><b><u>Regulatory Reportable Incidents Summary</u></b> [AC22/14]  <b>The Committee noted that there were no incidents to report</b></p>

Georgina Bailes,  
Secretary to Audit Committee,  
October 2022