HARPER ADAMS UNIVERSITY

Audit and Risk Management Committee

Minutes of a Meeting of the Audit and Risk Management Committee held on 14 May 2018

Present: Peter CiP10.5 (i)4w:-6]13w --42.133 P1.1,157 Td( )TjE.(P)T3f024 -1.(10.5 (iC(T)-u)0ai(ttP)5.0 T1.10eTc 0 Tw

iv) the Management and Governance Self-Assessment document.

es and Ms Kate Baker joined the committee for discussion of this item with particular
Student Protection Plan. Mr Mike Lewis also joined the committee via teleconference

Noted: i) that the Committee had held a teleconference earlier in the week together with the Chair of the Board of Governors to discuss the Access and Participation Plan and the draft Self-Assessment on Consumer Law. The University Secretary provided members at the meeting with the final copy of the Consumer Law Self-Assessment document, together with an updated copy of The Access and Participation Plan, which had been previously circulated by email. The updated plan included amendments proposed during the teleconference;

vii) that the Student Union would sh

v) that the University uses a specialist student debt collector as appropriate, to chase difficult debts;

vi) that the audit plan included minor suggestions for amending the financial regulations. These had only very recently been reviewed by F&GP and therefore members were content to agree that the changes should be made in April 2019, when the next annual review was due;

LF

vi) that the report showed that segregation of duties was working appropriately.

17/33 **Internal Audit Plan 2017/18**

Received: the draft internal audit plan 2018/19 from the internal auditors.

Noted:

i) that the internal auditors had mapped their proposals against the University's Risk Analysis and Action Plan and this was extremely helpful to members of the Committee;

ii) that a detailed discussion had taken place with the University Secretary and Director of Finance to draft the proposed areas for audit;

iii) that the auditors had also taken into account emerging risks in Higher Education as well as the University's own strategic objectives;

iv) that the cost of internal audit work and the number of days involved was similar to that in place for other clients of a similar size and therefore remained appropriate.

Approved:

17/38 **Management of data returns**

Received: i) a report on Academic Registrar and Director of Academic Services on the management and quality assurance of student data;

ii a report on the management of other key data returns.

Noted: i) that the format of annual provider review may change as the risk-based approach offered by the OFS came into place. Research England had not asked to see a copy of the accounts of any University but had confirmed it would refer to the published annual reports and financial statements and noted that these would be held by the Office For Students. It was also understood that TRAC may be sent to UKRI in future however, in the meantime, the return was still to be submitted to the Office for Students;

ii) that the five year forecast in previous years had been submitted by the end of July, but would now be submitted in September 2018 to the Office for Students;

iii) that the HEBCIS return was now required later in the yearItas

Received: a letter from RSM setting out their internal audit services.

Noted: that KPMG would be issuing a new engagement letter shortly.

Agreed: i) that the letter from RSM remained appropriate;

ii)

Reserved Business
Audit and Risk Management Committee 15 February 2018

17/05R **Minutes**

Approved: the Minutes of Reserved Business considered at the meeting of the Audit and Risk Management Committee held on 14 May 2018 (17/04R).

17/06R **Management of process to engage KPMG and providing other advice**

Noted:

i) that the Director of Finance and the Chair of the Audit and Risk Management Committee had discussed whether or not it might be helpful to agree a process setting out the frequency and value that would permit the KPMG Tax Advisory Service and other teams within KPMG which provide expert advice to Universities to provide advice on Tax matters without compromising the independence of the external audit team from KPMG;

ii) that to date the Director of Finance had always checked with the Chair before commissioning such advice from any team within KPMG, including where quotes for the work or tenders were involved and KPMG had emerged as best value.

iii) that the CUC Audit Committee Code permits firms that also offer external audit services to an HEI to offer other services, subject to the approval of the Chair and to ensuring that external audit independence is protected at all times;

iv) that KPMG was a very large company and therefore the risks of compromising; the External Audit Team were limited;

vi) that KPMG's experience of the HE sector was significant and therefore following various quotation/tender exercises, KPMG teams had emerged as best value on a range of different matters.

iv) that KPMG tax advisers were currently working on a review of Personal Tax situations, as these continued to be particularly complex. It was also known that HMRC were actively looking at accommodation arrangements made for staff at a range of Universities. The University did not currently have an agreement in place with HMRC with regard to the Vice- Chancellor's accommodation and it was necessary therefore

University and not just by Harper Adams. With respect to this, it was also agreed that it would be necessary for the University to take its own Tax advice, as KPMG would be acting, if appointed, for the Joint Vet School, rather than for individual institutions. **LF**

ii) that the Director of Finance would continue to brief the Chair on any proposals to commission further work by KPMG and would advise the Chair as part of that dialogue about the accumulated fee position **LF**

17/08 **BUFDG audit survey report 2018**

Received: the BUFDG Annual Survey Report, together with the report from the Director of Finance.