



Annual Schedule of Business 2022–23

Outcome requested	Audit and Risk Committee is asked to: [a] approve the Annual Schedule of Business for the academic year 2022–23; [b] consider topics for deep dives for inclusion in the schedule.
Executive Summary	[a] The schedule of business sets out the Committee’s plan of work for the 2022–23 academic year. It includes items that are required to ensure compliance with the Office for Students’ (OfS) Terms and conditions of funding. [b] During 2022–23, QMUL will be required to submit an annual accountability return to the OfS, the Committee will consider the following elements: i. Signed audited financial statements for 2021–22; ii. Financial forecasts to 2026/27; iii. Audit Committee’s annual report for 2021–22; iv. Internal auditor’s annual report for 2021–22; v. External auditor’s management letter and the provider’s management response for 2021–22.
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
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, Assistant Registrar (Governance)
Date	06 June 2022
External Sponsor	Peter Thompson, Chair of Audit and Risk Committee

Audit and Risk Committee Schedule of Business 2022–23

27 September 2022

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 2021–22 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
Internal Audit	KPMG update on internal audit recommendations
	Planned internal audit reports (TBC)
	Internal audit annual report 2021–22
External Audit	External Audit 2021 Management Letter: progress report on actions
	External Audit 2022 interim comments (oral report)
	Draft narrative to the Financial Statements 2021–22
Committee Management and Reporting	ARC Annual Report 2021–22 Draft 1
	Review of Committee Terms of Reference, membership and effectiveness

09 November 2022

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
	Information Governance bi-annual update
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 2021–22
	External Audit Opinion on Financial Statements 2021–22
	External Audit Management Representation Letter
	External Audit annual report
Committee Management and Reporting	ARC Annual Report 2021–22 Draft 2

13 March 2023

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
Internal Audit	Planned Internal Audit Reports (TBC)
	KPMG update on internal audit recommendations
	Annual review of Internal Auditor appointment
External Audit	External Audit Plan 2022–23 and fees

	Annual review of External Auditor appointment
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22 June 2023

Risk Management	Deep dive presentation (TBC)
	Strategic Risk Register
	Whistle blowing cases since the last meeting
	Update on external risks
Financial Control	Information Governance bi-annual update
	Fraud/financial irregularities occurring since the last meeting
Internal Audit	Policies requiring review/approval (TBC)
	Planned Internal Audit Reports (TBC)
Committee Management and Reporting	Internal audit plan 2023–24
	Annual Schedule of Business 2023–24