



Annual Schedule of Business 2024–25

Outcome requested	Audit and Risk Committee is asked to approve the indicative Annual Schedule of Business for the academic year 2024–25.
Executive Summary	<p>The Committee is asked to consider and approve on the draft annual schedule of business for 2024–25. The plan incorporates feedback from the Committee throughout the year on topics that it would like to see.</p> <p>Committee members are asked to suggest topics for deep dives. These will be scheduled as part of a holistic programme across FIC, ARC and Council.</p>
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 Audit and Risk Committee terms of reference
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 2024–25.
Author	Nadine Lewycky, Head of Secretariat
Date	12 June 2024
External Sponsor	Peter Thompson, Chair of Audit and Risk Committee

Audit and Risk Committee Schedule of Business 2024–25

17 September 2024

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 2023–24 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 2023–24
External Audit	External Audit 2023 Management Letter: progress report on actions
	External Audit 2024 interim comments (oral report)
	Draft narrative to the Financial Statements 2023–24
Committee Management and Reporting	Delegation framework
	ARC Annual Report 2023–24 Draft 1
	Review of Committee Terms of Reference, membership and effectiveness

06 November 2024

The meeting will be preceded by an *in camera* meeting with the External Auditors.

Risk Management	Whistle blowing cases since the last meeting
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
Internal Audit	Planned internal audit reports (TBC)
External Audit	Audited Financial Statements 2023–24
	External Audit Opinion on Financial Statements 2023–24
	External Audit Management Representation Letter
	External Audit annual report
Committee Management and Reporting	ARC Annual Report 2023–24 Draft 2

11 March 2025

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	Legal compliance report (areas under the Chief Financial Officer and the Chief Governance Officer)
	Update on information governance and cyber security
Internal Audit	Planned Internal Audit Reports (TBC)
	KPMG update on internal audit recommendations
	Annual review of Internal Auditor appointment
External Audit	External Audit Plan 2023–24 and fees
	Annual review of External Auditor appointment

19 June 2025

Risk Management	Deep dive presentation (TBC)
	Whistle blowing cases since the last meeting
	Update on external risks
Financial Control	Fraud/financial irregularities occurring since the last meeting
	Policies requiring review/approval (TBC)
Statutory and Regulatory Compliance	Legal compliance report (areas under the Chief Operations Officer)
Internal Audit	Planned Internal Audit Reports (TBC)
	Internal audit plan 2024–25
Committee Management and Reporting	Annual Schedule of Business 2024–25