



Annual Schedule of Business 2016–17

Outcome requested	Audit and Risk Committee is asked to approve the Annual Schedule of Business for the academic year 2016–17, including the 2016–17 deep dive schedule.								
Executive Summary	<p>The schedule of business sets out the Committee’s plan of work for the 2016–17 academic year. It includes items that are required to ensure compliance with the HEFCE Memorandum of assurance and accountability and other items that have been requested by members.</p> <p>The following items have been added to the schedule:</p> <ul style="list-style-type: none"> • Report on due diligence processes (recommended for inclusion by the CUC Code); • Three internal audit reports have been carried over from 2015–16: Health and safety, research overhead recovery and translation of student numbers; • Research overhead recovery project report (from November 2015); • Annual report on research integrity. <p>The following deep dive topics were agreed by the Committee at its June meeting:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Cyber-security</td> <td>Management function (old format)</td> </tr> <tr> <td>Sustainable income streams (risk 11)</td> <td>Risk group (new format)</td> </tr> <tr> <td>Social media</td> <td>Management function (old format)</td> </tr> <tr> <td>IT</td> <td>Management function (old format)</td> </tr> </table>	Cyber-security	Management function (old format)	Sustainable income streams (risk 11)	Risk group (new format)	Social media	Management function (old format)	IT	Management function (old format)
Cyber-security	Management function (old format)								
Sustainable income streams (risk 11)	Risk group (new format)								
Social media	Management function (old format)								
IT	Management function (old format)								
QMUL Strategy:	The schedule of business relates to all aspects of the strategic plan.								
Internal/External regulatory/statutory reference points:	HEFCE Memorandum of assurance and accountability between HEFCE and institutions CUC Handbook for Members of Audit Committees in Higher Education Institutions								
Strategic Risks:	13 – Maintain effective and constructive governance								
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 runs from to October 2016 to June 2017.								

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Date	26 April 2016
Senior Management/External Sponsor	David Willis, Chairman of Audit and Risk Committee

03 October 2016		10 November 2016		07 February 2017		01 June 2017	
Part 1: Preliminary Items		Part 1: Preliminary Items		Part 1: Preliminary Items		Part 1: Preliminary Items	
Minutes	R	Minutes	R	Minutes	R	Minutes	R
Executive Summary	R	Executive Summary	R	Executive Summary	R	Executive Summary	R
Matters Arising	R	Matters Arising	R	Matters Arising	R	Matters Arising	R
Part 2: Risk Management		Part 2: Risk Management		Part 2: Risk Management		Part 2: Risk Management	
Deep Dive Risk Report: cyber security	R	Deep Dive Risk Report: sustainable income streams (risk 11)	R	Deep Dive Risk Report: social media	R	Deep Dive Risk Report: IT (including the management of contract and outsource risk)	R
Strategic Risk Register, Matrix, Change Log	R	Whistleblowing cases since the last meeting (oral report if none to report)	R	Strategic Risk Register, Matrix, Change Log	R	Strategic Risk Register, Matrix, Change Log	R
Whistleblowing cases since the last meeting (oral report if none to report)	R			Whistleblowing cases since the last meeting (oral report if none to report)	R	Whistleblowing cases since the last meeting (oral report if none to report)	R
						Insurance arrangements as risk mitigation 2016-17	A
						HEFCE Annual Assessment of Institutional Risk 2015-16	A
Part 3: Financial Control		Part 3: Financial Control		Part 3: Financial Control		Part 3: Financial Control	
Fraud/financial irregularities occurring since the last meeting (oral report if none to report)	R	Fraud/financial irregularities occurring since the last meeting (oral report if none to report)	R	Fraud/financial irregularities occurring since the last meeting (oral report if none to report)	R	Fraud/financial irregularities occurring since the last meeting (oral report if none to report)	R
Public Interest Disclosure (Whistleblowing) policy review		Value for Money Annual Report	A	Value for Money Update	A	Policies requiring review/approval: Anti Bribery and Corruption Policy Anti Money Laundering Policy Fraud and Corruption Response Plan Public Interest Disclosure (Whistleblowing) policy (if not reviewed in October) Standards of Business Conduct	*
						Annual Review of Financial Regulations and Scheme of Financial Delegation	A
Part 4: Statutory and Regulatory Compliance		Part 4: Statutory and Regulatory Compliance		Part 4: Statutory and Regulatory Compliance		Part 4: Statutory and Regulatory Compliance	
Legal compliance self-assessment	A			2015-16 Health and Safety Annual Report (nb. including comments from the Health and Safety Advisory Group)	A	Update on the legal compliance self-assessment (if required)	*
HEFCE Assurance Review report	*			Annual report on research integrity	A	Report on data quality and returns to HEFCE, HESA and the SLC	A
Report on due diligence processes [see CUC Code action plan]	*					HEFCE Annual HESA Audit Letter	A
Modern Slavery Act	A						
Part 5: Internal Audit		Part 5: Internal Audit		Part 5: Internal Audit		Part 5: Internal Audit	
Planned Internal Audit Reports: Health and safety (from 2015-16) Research overhead recovery (from 2015-16) Translation of student numbers (from 2015-16) Other reports TBC	R	Planned Internal Audit Reports: TBC	R	Planned Internal Audit Reports: TBC	R	Planned Internal Audit Reports: TBC	R
Progress report on internal audit recommendations and areas of non-compliance	R	Progress report on internal audit recommendations and areas of non-compliance	R	Progress report on internal audit recommendations and areas of non-compliance	R	Progress report on internal audit recommendations and areas of non-compliance	R
Internal Audit Annual Report 2015-16	A			Internal audit services appointment recommendation	*	Internal audit plan 2017-18	A
Internal audit services tender timetable and process	*						
Update on the payroll review action plan (from Feb 2016 meeting)	*						
Part 6: External Audit		Part 6: External Audit		Part 6: External Audit		Part 6: External Audit	
External Audit 2015 Management Letter: progress report on actions	A	Audited Financial Statements 2015-16 and 2014-15 restated Financial Statements	A	Annual review of External Auditor Appointment	A		
External Audit 2016 interim comments (oral report)	A	External Audit Opinion on Financial Statements 2015-16 and External Audit Management Representation Letter	A	External Audit Plan 2016-17 and fees	A		
FRS102: External Audit report for 31st July 2014 opening balance sheet and 2014-15 restated Financial Statements							
Research overhead recovery project report	*						
Part 7: Committee Management and Reporting		Part 7: Committee Management and Reporting		Part 7: Committee Management and Reporting		Part 7: Committee Management and Reporting	
Horizon scanning (President and Principal to attend) including consideration of the level of risk being carried within the institution and the potential impacts of the Green Paper (from Feb 2015).	A	ARC Annual Report 2015-16 Draft 2 (for submission to Council and HEFCE)	R	Draft Annual Schedule of Business 2017-18	A	Review of Committee Terms of Reference, Membership and effectiveness - to include development plan for Committee members	A
*ARC Annual Report 2015-16 Draft 1	R	Agenda for Next Meeting	R	Agenda for Next Meeting	R	Final Annual Schedule of Business 2017-18	A
Agenda for Next Meeting	R					Agenda for Next Meeting	R
Other/AOB		Other/AOB		Other/AOB		Other/AOB	
Private meeting with external members/Internal Auditors	B	Private meeting with members/External Auditors	B				

A = Annual
R = Regular

B= Biannual
* = As required

Items in red = to be confirmed