

AUDIT AND RISK COMMITTEE

A meeting of the committee will be held at **1515 hours** on **Wednesday 06 November 2024**, in rooms 2.16/2.17, Department W.

The meeting will be preceded by an *in camera* meeting for members with the External Auditors at 1500 hours.

AGENDA

	Paper	Lead
1. Welcome, apologies and declaration of interests	Oral report	P Thompson
2. External audit		
a) TO CONSIDER the external audit annual report for 2023–24 (10 mins)	ARC24/xx	BDO
b) TO RECOMMEND TO COUNCIL the Letter of Representation (10 mins)	ARC24/xx	K Kröger
c) TO RECOMMEND TO COUNCIL the audited financial statements for 2023–24 (30 mins)	ARC24/xx	K Kröger
3. Internal audit		
a) TO CONSIDER the Internal Audit Annual Report for 2023–24 (10 mins)	ARC24/xx	KPMG
b) TO NOTE the progress with the Internal Audit plan for 2024–25 (5 mins)	ARC24/xx	KPMG
4. Assurance items		
a) TO RECOMMEND TO COUNCIL the Fire, Health and Safety Annual Report for 2023–24 (20 mins)	ARC24/xx	R Jones
b) TO RECOMMEND TO COUNCIL the Prevent Duty Annual Return for 2023–24 (5 mins)	ARC24/xx	C Shelley
c) TO CONSIDER the Transparent Approach to Costing (TRAC) process (10 mins)	ARC24/xx	K Kröger
5. Standing reports		
a) TO CONSIDER updates to the Whistle Blowing policy (10 mins)	ARC24/xx	J Morgan
	Oral report	J Morgan
b) TO NOTE any disclosures under the Whistle blowing Procedure since the last meeting (2 mins)		
b) TO NOTE any allegations of fraud or financial irregularities occurring since the last meeting (3 mins)	Oral report	K Kröger

6. Committee management and reporting

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| a) TO CONSIDER the draft Audit and Risk Committee Annual Report for 2023–24 (15 mins) | ARC24/xx | P Thompson |
| b) TO CONFIRM the minutes of the meeting held on 17 September 2024 (5 mins) | ARC24/xx | P Thompson |
| c) TO NOTE the matters arising (3 mins) | ARC24/xx | P Thompson |
| d) TO NOTE the draft agenda for the next meeting (2 mins) | ARC24/xx | P Thompson |

7. Any other business N/A P Thompson

8. Dates of meetings 2024–25

- Tuesday 11 March 2025 at 1500 hours, TBC.
- Thursday 19 June 2025 at 1500 hours, TBC.

*will be taken without discussion unless a request to open the item for debate is sent to the Chair or Secretary prior to the start of the meeting.