



Draft Annual Schedule of Business 2016–17

Outcome requested	Audit and Risk Committee is asked to note the draft Annual Schedule of Business for the academic year 2016–17 and to consider and propose topics for the 2016–17 deep dive schedule.
Executive Summary	<p>This is a first draft of the Committee’s schedule of business for 2016–17. Members will receive the final draft for approval at the meeting in June 2016.</p> <p>A series of topics are suggested for inclusion in the deep dive schedule. The Committee requests regular deep dive reports as part of the risk management framework in order to periodically test scores and controls in selected areas of QMUL activity. The schedule will need to be considered alongside the internal audit plan in June 2016 to ensure alignment.</p>
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 2015.
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Date	22 January 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: TBC	R	Deep Dive Risk Report: TBC	R	Deep Dive Risk Report: TBC	R	Deep Dive Risk Report: TBC	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
		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 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 register	A			2015-16 Health and Safety Annual Report (nb. including comments from the Health and Safety Advisory Group)	A	HEFCE Annual HESA Audit Letter	A
						Update on the legal compliance register (if required)	*
						Report on data quality and returns to HEFCE, HESA and the SLC	A
Part 5: Internal Audit		Part 5: Internal Audit		Part 5: Internal Audit		Part 5: Internal Audit	
Planned Internal Audit Reports: Research overhead recovery (from 15-16) Examination cycle (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	A	Annual review of External Auditor Appointment	A	External Audit Plan 2016-17 and fees	A
External Audit 2016 interim comments (oral report)	A	External Audit Opinion on Financial Statements 2015-16 and External Audit Management Representation Letter	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)	A	ARC Annual Report 2015-16 Draft 2	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	Committee Schedule of Business 2016-17 including Internal Audit/ Deep Dive schedule	R	Committee Schedule of Business 2016-17 including Internal Audit/ Deep Dive schedule	R	Final Annual Schedule of Business 2017-18	A
Committee Schedule of Business 2016-17 including Internal Audit/ Deep Dive schedule	R	Agenda for Next Meeting	R	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

Deep Dive Schedule 2016–17

Suggested Deep Dive Topics	Format	Rationale
Cyber security	Management function (old format)	To provide assurance on QMUL's resilience in light of high profile hacking incidents that have been publicised in the media.
Faculty deep dive	Management function (old format)	The faculties have not been subject to a deep dive in some time.
Life Sciences (risk 5)	Risk group (new format)	Included on the 2015–16 schedule but deferred to allow other priority topics to be considered. Residual risk score remains red after controls.
Research quantity and quality (risk 4)	Risk group (new format)	Included on the 2015–16 schedule but deferred to allow other priority topics to be considered. Risk exposure in this area has increased during 2016–17.
Student recruitment (risk 1)	Risk group (new format)	Residual risk score remains red after controls and risk exposure in this area has increased during 2016–17.
Sustainable income streams (risk 11)	Risk group (new format)	Risk exposure in this area has increased during 2016–17.

Prior Year Topics		
2014–15	September 2014 November 2014 Feb 2015 June 2015	Health and safety Research risk register Student Experience International Partnerships
2013–14	September 2013 November 2013 Feb 2014 June 2014	Marketing N/A Public Engagement Estates and Facilities Directorate
2012–13	September 2012 November 2012 Feb 2013 June 2013	IT N/A School of Medicine & Dentistry / Estates N/A
2011–12	September 2011 November 2011 Feb 2012 June 2012	Student Experience - Student Recruitment and Numbers Governance and risk controls of the College's subsidiary companies HSS Science and Engineering