

## NORWICH UNIVERSITY OF THE ARTS

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### Minutes of Audit Committee

Held on 29 October 2018 in the Conference Room, FH201, Francis House, Norwich

#### Present

Mr A Grimby (Chair)  
Mr P Norton  
Mr T Wood

#### In attendance

Mr S Abbas, RSM UK, Internal Auditor  
Ms S Beavis, KPMG, External Auditor  
Mr S Belderbos, Director of Finance, NUA  
Prof J Last, Vice Chancellor  
Mr A McMenemy, Chair of Council  
Mr S Quinn, KPMG, External Auditor  
Mrs A Robson, Deputy Vice Chancellor, NUA  
Ms A Tubb, Registrar, NUA  
Mr D Williams, Clerk

#### Apologies

Dr D McVitty

#### APPOINTMENT OF VICE CHAIR

Mr P Norton was appointed to the position of Vice Chair.

#### TERMS OF REFERENCE

The terms of reference had been amended to make explicit the Committee's responsibility for exercising oversight as to the University's compliance with General Data Protection Regulation (GDPR). In addition, the terms of reference had been updated to reflect the establishment of the Office for Students (OfS) and the closure of the Higher Education Funding Council for England (HEFCE). The Committee approved the changes and agreed to recommend their adoption to Council.

Chair

#### MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the Audit Committee held on 8 June 2018 were agreed and signed by the Chair.

#### 1. MATTERS ARISING FROM THE MINUTES

**Item 6.2 SMG Annual Risk Management Report and Policy Review:** it was felt that discussion of the risk appetite would be beneficial the current uncertainties with regard to higher education policy had become resolved. The opportunity to reconsider the risk appetite might be included in the agenda for the 2019 Away day.

Vice Chancellor/Chair of Council

#### 2. OfS MATTERS

##### 2.1. Serious Incident Reporting

The Committee noted the report and that there had been no reportable serious incidents during the last year.

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### 3. QAA MATTERS

#### 3.1. Recent OfS/QAA publications

The list of publications was noted.

#### 3.2. Course Approval and Periodic Review Schedule for 2018-19

The Committee received information on the schedule of course approval and review events.

#### 3.3. External accreditation

The Committee received an update on the external accreditation of the University's courses.

#### 3.4. Annual Summary of Complaints

The Committee noted the summary report and the Annual Statement for 2017 issued to the institution by the Office of the Independent Adjudicator.

#### 3.5. Tier 4 sponsorship – baseline compliance assessment confirmation

The Committee noted the letter issued by the UK Visa and Immigration confirming the University had passed its annual baseline compliance assessment.

### 4. INTERNAL AUDIT

#### 4.1. Internal Audit Annual Report – year ended 31 July 2018

The Committee received the year-end report from the internal auditors. Based on the work undertaken during the year the internal auditors had judged that 'the Corporation can take substantial assurance', concluding that 'the organisation had an adequate and effective framework for risk management, governance, internal control and economy, efficiency and effectiveness.'

#### 4.2. Internal Audit Progress Report

The Committee received the progress report from the Internal Auditors. The advisory report on the GDPR had been completed and start dates for four remaining internal audit assignments in the 2018/19 programme had been agreed.

#### 4.3. Final Report – General Data Protection Regulation (GDPR) Governance

The internal auditors had completed an advisory review of the University's progress in adopting the recently introduced GDPR requirements. The work had involved a detailed and in-depth review of the University's response to the new regulations. The report set out a number of recommendations for the University to follow.

#### 4.4. GDPR Action plan - update

The University's action plan had been updated following the work of the internal auditors.

The report submitted to the committee was divided into three parts. Table 1 detailed high risk and/or high priority actions. These had been completed. Table 2 showed actions outstanding, and Table 3 detailed the Annual Monitoring Scheme 2018-19. The three tables would form part of the annual report on GDPR, to be presented to the committee at its meeting in spring 2019.

Registrar

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### 5. VALUE FOR MONEY REPORT AND POLICY

Although the sector's regulator no longer required institutions to produce an annual value-for-money (VfM) report, it was considered useful for the committee to receive information about work that the University had undertaken during the year in pursuit of VfM. The committee noted the report.

### 6. DATA QUALITY

#### 6.1. Student data quality, 2017-18

The Committee received a report on the creation and reconciliation of student data submitted for the Higher Education Students Early Statistics (HESES) survey and the year-end Higher Education Statistical Agency (HESA) student return. There was only a minor difference between the two returns. This was due to students intermitting during the year.

### 7. BANK COVENANTS

The University's strong financial position in relation to meeting its bank covenants was noted.

### 8. RISK MANAGEMENT – SIGNIFICANT RISKS LIST

The Committee received the significant risks list. The significant risks list is regularly updated and is reviewed twice a year by the committee. The list comprises of risks judged to have a high likelihood and high impact (high/high risks). The most significant risks had not changed. Student recruitment linked to possible changes in government policy and BREXIT remained the highest risk.

The committee agreed it would be helpful, at its next meeting, to review those risks deemed to have a low likelihood, but with the potential to have a high impact.

**Deputy Vice Chancellor**

### 9. FINANCIAL PROBITY

#### 9.1. Anti-Money Laundering Policy Annual Review

The Committee noted that the anti-money laundering policy had been reviewed and that no changes were required.

### 10. AUDIT COMMITTEE ANNUAL REPORT (DRAFT)

The Committee reviewed and considered a draft of its Annual Report. The report provided information on the committee's work during the year, and provided a source of assurance to Council that the committee had successfully discharged its responsibilities. The committee approved the report for presentation to the Council.

**Chair**

### 11. ANY OTHER BUSINESS

The Chair drew the main part of the meeting to a close.

The Chair thanked the auditors, the University's finance and registry teams for the work they had done.

### 12. DATE AND TIME OF NEXT MEETING

The next meeting of the Committee would take place on Friday 22 February 2019 at 14.00.

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**13. MEETING WITH EXTERNAL AND INTERNAL AUDITORS**

Members of the University's management left the meeting and the Committee met privately with the external and internal auditors.

**14. ANNUAL APPOINTMENT OF THE EXTERNAL AUDITORS**

The external and internal auditors left the meeting.

The Committee agreed to recommend to Council that KPMG be re-appointed as the University's external auditors for 2018/19.

**Chair**