

**Tuesday 5th May 2020, 5.30pm
remote online meeting**

AGENDA

Invited attendees:

Ms C Biscoe / Mr D Wallis (tbc), Buzzacott LLP
Ms L Raynes, Client Manager, (tbc) RSM Risk Assurance Services LLP (IAS)
Mrs S Flannery, Principal
Mrs M Searle, Head of Finance
Mrs S Plumb, Senior Business Manager
Mr G Thompson, observing, Associate Principal / Principal Designate

- 1. Opening Prayer**
- 2. Apologies**
- 3. Declarations of interest**
- 4. Committee time with Auditors**
- 5. Minutes of meeting held on 3rd March 2020:** (Draft circulated 7th April 2020 and *included in papers*) for agreement and signing.
- 6. Matters arising, not covered by agenda items**
- 7. Action points from previous meeting, not covered by agenda items**
 - 7.1. **Re item 14:** Updated terms of reference approved and adopted
 - 7.2. **Re item 16.1 and 16.2:** Continued appointment of both audit firms had been approved by Governing Body, 17th March 2020 and Heads of service subsequently notified. Performance indicators to be amended as agreed for next performance review.
 - 7.3. **Re item 16:** Market testing of audit services to be undertaken and reported in due course.
- 8. Regularity and Financial Statements Audits: Buzzacott:**
 - 8.1. Audit plan for year ending 31st July 2020 (*in papers*) including
 - 8.2. Regularity Self-Assessment process (*questionnaire in papers – if available*).
- 9. Risk Management:**
 - 9.1. Updates to full register for note (*register and action plan in papers – changes highlighted*)
 - 9.2. Principal / Senior Business Manager to present verbal report on key active internal controls risks.
- 10. IAS (Internal Audit Service): RSM. UK:**
 - 10.1. Internal Audit Strategy / Plan for 2020 – 2021: to receive and confirm scope and plan (*strategy scope in papers*)
 - 10.2. To note, for information, RSM alert publication re fraud risks in uncertain times “Covid-19 Fraud Risks”
 - 10.3. Letter of Engagement: routine revision to take account of updated standard Terms and Conditions for GDPR (2018). For agreement and signing (*in papers*).
- 11. Internal Audit Action Report (*in papers*)**
- 12. Board Assurance Framework:**

12.1. Confirmation that the committee is satisfied that the controls are adequate and the cycle of assurance reviews are effective in order to give the appropriate assurance to the Board prior to end of year audit. (Latest updated version in papers)

13. Committee business:

13.1. **Timetable of meetings for 2020 – 2021** (*draft in papers*)

13.2. **Review of effectiveness and membership** (*questionnaire*)

14. Any other business

15. Date of next meeting: to be agreed under item 13.1

DISTRIBUTION:

Mr N Sheta
RSM UK

Mr R Vianello
Buzzacott

Mr S Ebele
Mrs S Flannery

Mr S Plumb

Mrs B Meier
Mrs M Searle

Mr G Thompson