

**Tuesday 4th May 2021, 5.30pm
remote online meeting**

AGENDA

Invited attendees:

Ms C Biscoe, Partner, Buzzacott LLP
Mr M Cheetham, Head of Internal Audit Service (IAS), RSM Risk Assurance Services LLP
Mr G Thompson, Principal
Mrs M Searle, Head of Finance
Mrs S Plumb, Senior Business Manager

1. **Opening Prayer**
2. **Apologies**
3. **Declarations of interest**
4. **Committee time with Auditors**
5. **Minutes of meeting held on 2nd March 2021:** Draft circulated 9th March 2021 (*and included in papers*) for agreement and signing.
6. **Matters arising, not covered by agenda items:**
 - 6.1. **Funding Assurance Review Report (report dated Feb 2021)** (*in papers*)
7. **Action points from previous meeting:**
 - 7.1. **Re item 4:** Follow up to Fraud Awareness presentation
 - 7.2. **Re item 8.4:** FMCE improvement plan progress tracker report (*in papers*)
 - 7.3. **Re item 15:** The two revised policies, Anti-Fraud etc and Whistleblowing were approved by the full Governing Body and published.
 - 7.4. **Re item 17:** The external audit market was tested on a fees basis and was taken into account in proposing the re-appointment of Buzzacott LLP as external (financial & regularity) auditors. The continued appointment of both Buzzacott and RSM was approved by the Governing Body on 18th March 2021
8. **Updated Post 16 Audit Code of Practice 2020 to 2021:** To note changes to requirements (listed on pages 4 – 6) and consider implications (*in papers*).
9. **Regularity and Financial Statements Audits: Buzzacott:**
 - 9.1. Audit plan for year ending 31st July 2021 (*in papers*)
 - 9.2. Regularity Self-Assessment process (*questionnaire in papers*)
 - 9.3. Letter of engagement
10. **Risk Management:**
 - 10.1. Updates to full register for note (*register and action plan in papers – changes highlighted*)
 - 10.2. Principal / Senior Business Manager to present verbal report on key active internal controls and emerging risks.
11. **IAS (Internal Audit Service): RSM. UK:** Internal Audit Strategy / Plan for 2021 – 2022: to receive and review scope and plan for recommendation to the Governing Body. (*strategy scope in papers*)
12. **Internal Audit Action Report** (*in papers*)

13. **Board Assurance Framework:** Confirmation that the committee is satisfied that the controls are adequate, and the cycle of assurance reviews is effective to give the appropriate assurance to the Governing Body. (*Latest updated version in papers*).
14. **Committee business:**
 - 14.1. **Planning of re-tendering for external auditors**
 - 14.2. **Timetable of meetings for 2021 – 2022** (*draft in papers*)
 - 14.3. **Review of effectiveness and membership** (*questionnaire online*)
15. **Any other business**
16. **Date of next meeting:** to be agreed under item 14.2

DISTRIBUTION:

RSM UK	Mr R Vianello Buzzacott	Mr S Ebele Mr G Thompson	Mr D Navarro Mrs S Plumb	Mrs B Meier Mrs M Searle
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