



Minutes of the electronic meeting of the Audit Committee (AC) held at 1630hrs on 26 May 2022.

Present	Alison Davies (Chair)	Peter Walker	Mark Woods
In Attendance	Ralph Devereux (Secretary)	Lee Glover (Haines Watts)	Liz Knight (UCP AD)
	Louise Perry (CFO)	Jo Ulyatt (DG)	Rachel Nicholls (IEG DCEO)

18/21 ELIGIBILITY, QUORUM, DECLARATION OF INTERESTS

No notice had been received of any Member becoming ineligible to hold office, the meeting was quorate and there had been no interests declared.

The information was received and noted;

19/21 STANDING ITEMS

- a. The Minutes of the last meeting held on 03 March 2022 were confirmed for electronic signature. **(Action 1)**
- b. There were no matters arising.
- c. Outstanding Actions. Actions from the last meeting were considered; all had been completed.

See referenced minute for full detail.		Status
Action 1	11/21a. Last Minutes (03.03.22) confirmed for signature.	Complete
Action 2	12/21. IAS 2021/22 provisionally rec'd to Council.	
Action 3	13/21b. Update Risk Register after P6 accounts.	
Action 4	14/21. Financial Regulations recommended.	

- d. There were no requests for urgent business.

**The information was received and noted;
Actions had been noted. (Register at 25/21)**

20/21 INTERNAL AUDIT SERVICE (IAS) PLAN

The IAS Plan for 2021/22 had been agreed between IEG and UCP to meet specific UCP and Office for Students (OfS) requirements and integrated with the IEG IAS Plan. The now completed Plan had comprised 2 areas: Higher Education Statistics Agency (HESA) data and Student Records. Progress with associated recommendations was included in the recommendation tracker and noted; a progress meeting with the IAS was planned for the week commencing 6 June.

The information was received and noted.

21/21 BOARD ASSURANCE FRAMEWORK (BAF) & RISK REGISTER

- a. BAF. The revised format provided more detail of controls for key risks and included the necessary action plan to promote an out of limit score back into the target range as soon as possible. The original two risks (Enrolments and Financial) had been updated and the score history was noted.
 - (i) Risk 26 "Failure to meet HE student numbers and income targets" had been triggered earlier in the year but the residual score had been reduced in March. Improved Universities and Colleges Admissions Service (UCAS) applications together with sound reports from partnerships, and the "post covid" ability to hold

engagement events were promising; as more detail emerged the risk would be re-assessed and may be reduced.

- (ii) The financial risk residual had not been reduced however it was looking more promising and may well be reduced by the Council Meeting tbh on 7 June.
- (iii) Risk 247 “retention and recruitment of academic and specialist staff” had been added to the Framework through increased instances of aggressive recruitment from local competitors and the nationwide challenges of filling vacancies.

b. Register. All risks were clearly listed in the accompanying papers, each was individually considered and discussed. During general considerations of the issues it was noted that the rapidly rising energy and inflationary pressure was not specifically mentioned, these issues were addressed in the IEG Risk Register and that would be clear at the Council Meeting when all papers were available. The OfS were reportedly investigating 8 HE providers on failure to meet (recently published) requirements for minimum acceptable student outcomes.

The information was received and noted.

22/21 IAS PLAN 2022/23

Possible areas for inclusion in the 2022/23 IAS Plan were considered and discussed. Some suggestions were not appropriate for inclusion in the UCP Plan since they related to areas that rested with the IEG management; specific UCP and Office for Students (OfS) could only be included. The 2021/22 Plan had included work on “application to enrolment” processes and it was sensible to follow on and this was explored. After a wide discussion it was agreed that “Value for Money” (VfM) surrounding the service level agreement (SLA) between IEG and UCP was a possibility together with associated issues such as HE recruitment and marketing, including relationships with employers and perhaps curriculum development. It was agreed that the IAS would work up a draft plan for discussion with the AD at their coming meeting (see 20/21) for later Committee consideration. **(Action 2)**

**The information was received and noted;
Actions had been noted. (Register at 25/21)**

23/21 URGENT BUSINESS

There had been no urgent business requested.

24/21 NEXT MEETING

Details of the next meeting would be notified.

25/21 ACTION TABLE

		Resp	Date
	See referenced minute for full detail.		
Action 1	19/21. Last minutes (03.03.22) confirmed for signature.	Sec	wie
Action 2	22/21. IAS Plan for 22/23 to be suggested by IAS.	AD	asap