1 WELCOME/APOLOGIES

2 DISCLOSURES OF INTERESTS

To receive: disclosures of interests by way of a general notice under the Education Act 1989 Section 175 and the Local Authorities (Members Interests) Act 1968.

To consider: whether a conflict of interest exists or is perceived to exist and, if so, how the matter should be handled.

3 MINUTES OF THE MEETING AND MATTERS ARISING FROM THE MEETING HELD ON 18 NOVEMBER 2019

To confirm: the Minutes of the meeting held on 18 November 2019 (Minutes 19.44-19.47).

4 RESOLUTION CONCERNING EXCLUSION OF THE PUBLIC

To resolve: 1 that the public be excluded from the following parts of the proceedings of this meeting, namely agenda items 5 to 16.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

<table>
<thead>
<tr>
<th>General subject of each matter to be considered</th>
<th>Reason for passing this resolution in relation to each matter</th>
<th>Ground(s) under section 48(1) for the passing of this resolution</th>
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would exist under the sections of the OIA identified below.

<table>
<thead>
<tr>
<th>Item</th>
<th>Reference</th>
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<tbody>
<tr>
<td>5. Minutes of previous meeting held on 18 November 2019</td>
<td>s 9(2)(b)(ii)</td>
</tr>
<tr>
<td>6. Student Success Programme update and audit report on SSTP</td>
<td>s9(2)(b)(ii) and s9(2)(i)</td>
</tr>
<tr>
<td>7. Key Cyber Security Issues and actions</td>
<td>s9(2)(b)(ii), s9(2)(i) and s9(2)(k)</td>
</tr>
<tr>
<td>8. Coronavirus situation</td>
<td>s9(2)(b)(ii) and s9(2)(i)</td>
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<tr>
<td>9. Annual report, 2019</td>
<td>s9(2)(b)(ii) and s9(2)(i)</td>
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<tr>
<td>10. Audit Engagement Letter</td>
<td>s9(2)(b)(ii) and s9(2)(i)</td>
</tr>
<tr>
<td>11. Risk &amp; Assurance report</td>
<td>s9(2)(b)(ii) and s9(2)(i)</td>
</tr>
<tr>
<td>12. Internal Audit report</td>
<td>s9(2)(b)(ii) and s9(2)(i)</td>
</tr>
<tr>
<td>13. Internal Audit report on Student Services Levy</td>
<td>s9(2)(b)(ii) and s9(2)(i)</td>
</tr>
<tr>
<td>14. 2019 Safety, Health and Wellbeing Report</td>
<td>S9(s)(b)(ii) and s9(2)(i)</td>
</tr>
<tr>
<td>15. Safety, Risk and Assurance Plan: 2020 Focus areas</td>
<td>s9(2)(b)(ii) and s9(2)(i)</td>
</tr>
<tr>
<td>16. Auditors Only session</td>
<td>s9(2)(b)(ii) and s9(2)(i)</td>
</tr>
</tbody>
</table>

This resolution is made in reliance on section 48(1)(a) of the Local Government Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by holding of the whole or the relevant part of the proceedings of the meeting in public are set out above.

that such members of the senior leadership as the Committee Chair and the Vice-Chancellor request be permitted to remain at this meeting, after the public has been excluded because of their knowledge of the relevant matters identified above which will be of assistance in relation to those matters.
CONFIDENTIAL AGENDA – 9 MARCH 2020

5 MINUTES OF THE MEETING AND MATTERS ARISING FROM THE MEETING HELD ON 18 NOVEMBER 2019

To confirm: the confidential Minutes of the meeting held on 18 November 2019 (Minutes 19.48-19.59).

6 STUDENT SUCCESS PROGRAMME UPDATE (PREVIOUSLY SSTP)

To welcome: Professor Wendy Larner, Ms Janet Fletcher, Messrs Andrew Jackson and Stu Haselden.

To receive: 1 the full SSTP audit report from PwC (document ARC 20/01a).
2 a response from management in response to the PwC audit report on SSTP (document ARC 20/01b).
3 an oral report on the Student Success Programme – lessons learned (previously the Student Services Transformation Programme, SSTP).

To resolve: that the SSTP audit report, response from management to this report and oral presentation be noted.

7 KEY CYBER SECURITY ISSUES AND ACTIONS

To receive: a report from the Director, ITS on Key Cyber Security Issues and actions (document ARC 20/02).

To resolve: that the report from the Director, ITS be noted.

8 REPORT ON THE CORONA VIRUS SITUATION

To receive: an oral report from the Vice-Chancellor on the Corona virus situation.

To resolve: that the report from the Vice-Chancellor on the Corona virus situation be noted.

9 2019 ANNUAL REPORT AND RELATED EXTERNAL AUDIT

To receive: 1 a report from the Chief Financial Officer, providing an overview of the 2019 Annual Report and Financial Statements’ Audit (document ARC 20/03).
2 the Closing Report from EY for the University regarding the year-end audit and any accounting issues arising.
3 the 2019 Annual Report.
4 the EY management letter.

To resolve: that the Audit and Risk Committee recommends to Council: that the 2019 Annual Report be approved (noting there may be further insignificant changes from final external proofreading).
10  AUDIT ENGAGEMENT LETTER FOR THE PERIOD 2019-2021

To receive: the Audit Engagement Letter for the period 2019-2021 from the Chief Financial Officer (document ARC 20/04).

To resolve: that the Committee recommend to Council:

that it delegate authority to the Vice Chancellor to sign the 2019-2021 Audit Engagement Letter.

11  RISK AND ASSURANCE REPORT

To receive: a report from the Director, Safety, Risk & Assurance covering Strategic Risk and Operational Risk (document ARC 20/05).

To resolve: that the Risk and Assurance report be noted.

12  INTERNAL AUDIT REPORT

To receive: the PwC Internal Audit report (document ARC 20/06).

To resolve: that the PwC Internal Audit report be noted.

13  INDIVIDUAL AUDIT REPORT – STUDENT SERVICES LEVY

To receive: the PwC Internal Audit report on the Student Services Levy (document ARC 20/07).

To resolve: that the PwC Internal Audit report on the Student Services Levy be noted.

14  2019 SAFETY, HEALTH AND WELLBEING ANNUAL REPORT


To resolve: that the 2019 Safety, Health and Wellbeing Annual Report be noted.

15  SAFETY, RISK AND ASSURANCE PLAN: FOCUS AREAS 2020


To resolve: that the Safety, Risk and Assurance Plan: Focus areas for 2020 be noted.

16  AUDITORS ONLY SESSION

CLOSE MEETING

NEXT MEETING: 25 May 2020, 10.00 am – Victoria Room