

HARPER ADAMS UNIVERSITY  
Audit and Risk Management Committee

Minutes of a Meeting of the Audit and Risk Management Committee held on 15 November 2018  
in the Boardroom

Present: Mr P Cowdy Chairman  
Mr M Griffiths (Co-opted member)  
Mr C Tweed  
Mr R Hambleton

In attendance: Dr D Llewellyn Vice-Chancellor (Observer)  
Dr C E Baxter University Secretary  
Mrs L Furey Director of Finance  
Mr M Dawson KPMG  
Ms A Himmels

Approved: the minutes of the meeting of the Audit and Risk Management Committee held  
on 28<sup>th</sup> June 2018 (17/44 – 17/52)

18/02 Matters Arising

Received: a report prepared by the University Secretary including a note on Chair's action  
taken since the last meeting.

Noted: i) that the recent advertisement for expression of interest for membership  
of the Board of Governors had led to 20 expressions being received. Two new  
independent members had been 12.3 ( 20 )-io0p59 (ng r)-1 (ed)J3 (d t)-1.b.2 (n152.3 ( ne) t)-1

Noted:

- i) that good progress had been made. In particular, it was noted that staff

- iii) that the auditors had suggested that reference to the partial assurance opinion arising from the audit of Research Governance should be included in the Statement of Internal Controls in the Annual Report and Financial Statements and this had been done. The positive progress made to address actions ahead of the deadline of 31 December 2018 set by management was also acknowledged.
- iv) the auditors confirmed that the report reflected the Internal Auditor's opinion up to the current date and as far as they were aware at the current time, would reflect their opinion at the point when the accounts were signed by the Board of Governors. They confirmed that if anything changed in the future, they would update the report.

- vii) a draft Letter of Representation for Cedar Energy Ltd;
- viii)

- vi) that the audits of Cedar Energy Limited and The Development Trust had not identified any issues and both bodies had agreed their Annual Reports and Financial Statements;
- vi) that as part of their sector briefing, KPMG had provided a graph showing Vice-Chancellor's median pay reporting. Harper Adams was at 6.9 compared to the range of 4.0 to 12.0. KPMG had been content with the University's decision not to include individuals who were not staff but were paid via the payroll, such as student ambassadors who had only worked a few hours, as to include them as if they were full staff FTEs appeared inappropriate and misleading in the calculation; It was noted

- ii) that good progress had been made with the VFM Plan during 2017/18 and the supporting documentation provided was really helpful, including the ASSUR which had also been discussed at F&GP Committee. The changes to targets (staff costs, cash generation and a note relating to

iii) that the Estatesons

ii) to review the dates for full re-tendering such that internal and external services would not be subject to re-tender at the same time. The NMWUPC procurement framework for professional services would also be checked to see if internal audit services are included CEB/LF

The Internal and External Auditors re-joined the committee.  
University Officers left the committee at this point.

18/11 Discussion with Internal and External Auditors

Considered: in discussion with the Internal and External Auditors the conduct of audit programs at the University during 2017/18.

Agreed: that the Auditors had no issues to raise in relation to the conduct of the audit programs during the year. They expressed their appreciation for the helpful support they had received from University staff.

University officers re-joined the committee at this point.

18/12 Client Briefing/Charity Commission Briefing

Received: i) Internal Audit Client Briefings;  
ii) External Audit Client Briefings (included with the External Auditors Report earlier on the agenda);

Noted: that there were a number of important HR related matters affecting the HE Sector as set out in the briefing papers. The University's HR team were monitoring this carefully,

18/13 Internal Audit Engagement Letter 2018/19

Received: the Internal Audit Engagement Letter for the period to 31 December 2019.

Agreed:



Date of next meeting

14 February 2019 at 10 AM (Mr Tweed agreed to Chair as Mr Cowdy would be unavailable for the meeting).