

STUDENTS' UNION AT BOURNEMOUTH UNIVERSITY
AUDIT AND RISK COMMITTEE MEETING
MONDAY 15TH MAY 2017 | 11.30AM-12.30
SC504 | TALBOT CAMPUS
CONFIRMED MINUTES



PRESENT

Graham Briscoe (GB) *External Trustee* – Chair
Mark Smith (MS) *Student Trustee*
Joanna Ann (JA) *Student Trustee*
Libby Howe (LH) *Student Trustee*

APOLOGIES

Ian Catley (IC) *External Trustee*
Karen Churchill (KC) *Student Trustee*
Daniel Asaya (DA) *Sabbatical Trustee*
Alexis Drayson (AD) *Staff Trustee*

IN ATTENDANCE

Alan James (AJ) *General Manager, Non-Trustee*
Sarah Newland (SN) *Finance Manager, Non-Trustee*
Gillian Lewis (GL) *Minute Taker, Non-Trustee*

1. WELCOME/APOLOGIES

Apologies from Daniel, Karen, Ian.

2. CONFLICTS OF INTERESTS

No conflicts of interests were declared.

3. PREVIOUS MINUTES: 25TH NOVEMBER 2016

For Accuracy all present agreed.

All present approved the minutes as an accurate record of the meeting.

4. MATTERS ARISING/ACTION LOG OF OUTSTANDING ITEMS

1. AJ/SN TO ENQUIRE ABOUT THE PROCESS FOR WEBSITE BACK UP. **CARRIED FORWARD.**

SN – Unioncloud has been asked to supply further information. GB – raise to critical level due to current NHS Hacking situation nationally. **ACTION** – Bring report to next Trustee meeting about Website Back up and Security for both University and externally hosted websites.

2. AJ/SN TO DOODLE THE 2017 ARC MEETING DATES. **OUTSTANDING.**

5. OUTSTANDING ACTIONS SPREADSHEET

SN – All the items from the Auditors Management letter have now been added along with comments and times for completion. GB – Recommend that the dates be brought forward where possible. **ACTION** – SN to update action spreadsheet for next meeting.

6. AUDIT & RISK COMMITTEE TERMS OF REFERENCE - REVIEW

SN – Queried whether H&S Policy should be included in the ARC TOR as it is also on the Main Policy Tracker. GB – should be reviewed by ARC and then approved by TBM.

GB - suggested an external or independent lay-member could be of benefit to the ARC. AJ – This will be considered as part of the overall review of SUBU's Constitution and Bye Laws.

SN – The main policy tracker now identifies several policies that have been delegated to the ARC for review: GB – These should be added under section 8 for clarity.

ACTION – SN to list policies under item 8.
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7. ANNUAL CHARITY ACCOUNTS FILING

SN confirmed that the Audited Accounts have been uploaded on to the Charity Commission website and can be publically reviewed.

8. HMRC REVIEW

SN reported there may be info by Sept/Oct this year relating to the tribunal. GB – noted and awaits further development. AJ gave current student trustees an explanation regarding the history of this matter.

9. INTERNAL REVIEW 6 – GOVERNANCE

Not Discussed.

10. BUSINESS CRITICAL RISK REGISTER

AJ – Talked through the items as they are detailed on the paper. GB – Questioned whether any new or additional risks had been identified as a result of the elections this year. AJ – confirmed that although different areas have greater and lesser emphasis throughout the year, there were no additional items.

11. AUDIT PERFORMANCE INDICATOR REVIEW

SN explained the new document is a review of the performance of the recent Audit and that there were no issues identified. GB – added that it could be useful for the upcoming Audit Tender.

12. AUDIT TIMETABLE

12 A – AUDIT TIMETABLE FOR 2016/17

SN presented the Audit timetable for the financial year 2016/2017. GB confirmed the Annual report and accounts go to the ARC meeting on 24th November 2017 where the external auditors present draft accounts, these then go to the February 2018 TBM for approval. All present noted and approved the timetable.

12B – AUDIT QUOTE

SN – As requested the current Auditors have supplied a quote for this, an additional year. They have also supplied quotes for the following 2 years.

13. AUDIT TENDER

13A – AUDIT TENDER DELIVERABLES/TIMETABLE

GB – recommends dates for interviews are early September 2017.

13B – AUDIT TENDER INVITATION – DRAFT

SN has draft letter and invitation from previous Tender.

ACTION – SN to finalise Tender Documents with GB.

13c – AUDIT TENDER SCORE CHART 2012

SN suggested a list of potential companies should include some local, national and recommendations by NUS. GB can also make recommendations.

ACTION - SN to send list of potential auditors to GB.

AJ – for noting, we are not able to use the same auditing company as BU.

SN advised that of the dozen companies approached previously only 6 companies were interested in the tender.

14. INTERNAL CONTROLS 2016-2022 – ITEM 2 – PAYROLL

This has been confirmed with the external auditors for 24th July to 26th July 2017.

SN ACTION to report back at the following ARC Meeting.

15. FINANCE POLICY REVIEW

GB referred to the updated document with changes indicated. This was discussed by ARC and will need presenting to TBM for approval. GB – queried how this will be cascaded to those who should be using it. AJ/SN will discuss with managers regarding the whole document, not just the changes. Documents sign off level should be part of constitution and by-law review and responsibility of TBM. All present approved.

SN ACTION to finalise the updated document and take to TBM

16. HR WHISTLEBLOWING POLICY

SN confirmed this has been reviewed and links to external websites updated. The wording compares well to the advice on the government's own website. GB question if this compares to the BU policy. AJ confirmed that this would have been reviewed when the original document was created. All present noted and approved.

17. THEFT OF ITEMS

SN reported theft of alcohol from the bar cellar during the day. This was subsequently reported to the police and an immediate review of, and some changes made to the current security.

SUBU camera taken from the Comms area after an evening event. This was also reported to the police. Both items were noted by all present.

18. ANY OTHER BUSINESS

No other business brought to the table.

The date for the next full board meeting will be confirmed asap

ACTION – AJ confirm doodle TBM date and time.

REGISTERS & MINUTES FOR SIGNING

The Chair signed the previous meetings minutes.

FRAUD AND HOSPITALITY

There were no additions .

APPROVED: _____

DATE: _____

DRAFT