

HARPER ADAMS UNIVERSITY

Audit and Risk Management Committee

Minutes of a Meeting of the Audit and Risk Management Committee held on 16 February 2017 in the Boardroom

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

In attendance: Dr D Llewellyn Vice-Chancellor (Observer)
Dr C E Baxter University Secretary
Mrs L Furey Director of Finance
Miss L Tweedie RSM
Mr M Rowley KPMG
Professor P Mills For Minute 16/19 only

Apologies: Mr M Dawson KPMG

Members were reminded to update their entry in the Register of Interests as necessary.

16/19 Briefing from Senior Staff – Management of Research

Received: a briefing from Professor Mills, Deputy Vice-Chancellor, on the University's management of research, including the management of research projects conducted under Home Office Licence.

Noted:

- i) that the maintenance of high quality research was very important in relation to the University's
- iii) that the roles of the Research Council, Research Ethics Committee and the Research Governance Framework Body were critical in ensuring that the ways in which it formally considered and approved them from an ethical and financial perspective
- iv) that the University had been successful in securing additional funding from £100k in 2010 to £4.2m in 2016

Agreed:

- i) to thank Professor Mills for his very useful and informative briefing;
- ii) that a copy of Professor Mills' presentation would be circulated to members, along with the minutes of the Committee.

CEB

16/20 Minutes

Approved: the minutes of the meeting of the Audit and Risk Management Committee held on 16 November 2016 (16/01-16/18).

16/21 Matters Arising

Received: a report prepared by the University Secretary.

Agreed: that all of the matters arising had either been actioned or would be discussed later on the agenda.

16/22 Risk

Received: a report from the University Secretary updating members on actions completed to address the Risk Analysis and Action Plan 2016/17.

Noted:

- i) that the University was continuing to pay close attention to student applications for 2017;
- ii) that the University, along with other institutions who had more than 500 students studying away from the campus with partner organisations, had been asked to provide a report providing further information on how the quality and student experience for such students was maintained. A further report had been requested during March 2017 and work was currently in hand to respond to this request. The remainder of the feedback on the annual provider review was positive. The Office for Students was expected to continue close scrutiny of performance metrics. The regulatory framework also continued to develop;
- iii) that the University had submitted its written submission for the TEF process by the due date and the outcome of this process was currently awaited;
- iv) that the University had received a positive response from HEFCE with regard to its annual report on action taken to implement the PREVENT Duty. The University's work in relation to this area had also been the subject of an internal audit report which would be discussed later on the agenda;
- v) that the University had been in contact with the HEFCE Assurance Team and a date at the end of June had been established for the Higher Education Assurance Review visit (HAR);
- vi) that work was in hand to review the Memorandum of Agreement and Code of Practice between the University and the Students' Union;
- vii) that the Finance and General Purposes Committee had been updated on the outcomes of a detailed review of the Estates Strategy and had confirmed that they were content with the proposals. The Committee would be reporting on this matter to the Board at its April 2017 meeting;
- viii) that the University had progressed its plan to improve CCTV and a range of other security measures;
- ix) that the University had taken action to progress recommendations made in the Special Investigations Report. This was an item later on the agenda;
- x) that the University continued to follow JISC best practice with respect to its firewall and its implementation of the PREVENT Duty with regard to web filtering and other related IT policies. The senior person leading on cyber security would be attending a briefing on web filtering offered by the HEFCE Prevent Team in the next few weeks;

16/22 Follow up on Internal Audit Reports

16/26 Value for Money

Received: a report by the Director of Finance on progress with the Value for Money Plan for 2016/17 and new HEFCE reporting VFM requirements

Noted:

- i) that the agreed projects for 2016/17 were being progressed as planned;
- ii) that an important aspect of value for money work during 2016/17 continued to be preparation for the new reporting requirements being intro

asked whether this contribution could be taken into account in the context of the new proposals. It was understood that HEIs might not be able to charge higher fees if they did not engage with this agenda and support a UTC/academy school;

iv) that the government continued to push forward with HE and research bill although some opposition had been indicated in the House of Lords. In particular, it had been suggested, in particular, that the Bill should recognise that institutions should be capable of contributing to society and providing 'an extensive range of high quality academic subjects'. If this amendment was accepted it was likely to cause issues for the current plans to allow new entrants to the HE market as many commercial organisations were less likely to be able to offer a very wide range of subjects within their organisation/institution;

v) that a consultation had been issued about the Office for Students. The University had drafted its response to this document;

vi) that HESA had published a new report on student enrolment and
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