



Audit Committee

There will be a meeting of the Audit Committee at **10.00am on Tuesday 10 November 2020**. The meeting will take place remotely via **Zoom**.

AGENDA

Apologies

Statement of Interest

1. Minutes

Enclosed:

Draft Minutes of meeting held on 29 September 2020

2. Call-over

Enclosed:

Action List

3. Matters arising

Section A and Section B - Policy and Implementation Issues

4. Communication received by Chair

By Separate Cover:

4.1 Documentation subsequent to previous meeting

5. Plan for the Audit of the 2019/2020 Accounts*

Enclosed:

5.1 KPMG Audit Strategy and Plan for the year ending 30 September 2020

5.2 Audit Planning Memorandum from the Office of the Comptroller and Auditor General dated 30 September 2020

6. Audit Committee Recommendations Log**

Enclosed:

6.1 Audit Committee Recommendations Log

6.2 Audit Committee Recommendations Log - presentation from Divisional Heads dated 02 November 2020

7. Update re Academic Registry***

Enclosed:

7.1 Memorandum and Presentation on Academic Registry from Director of Student Services dated 27 October 2020

8. Audit of Trinity Brand Commercial Services Ltd****

Enclosed:

- 8.1 Audit of Trinity Brand Commercial Services Ltd dated October 2020

9. Audit Committee Self-Evaluation & Internal Audit Self-Assessment

Enclosed:

- 9.1 Memorandum from Secretary together with report on Audit Committee Self-Evaluation Results dated November 2020
9.2 Memorandum from Acting Internal Auditor together with report on Internal Audit Self-Assessment dated October 2020

10. Audit Committee Terms of Reference (discussion to be continued in Dec 2020)

Enclosed:

- 10.1 Memorandum from Acting Internal Auditor dated 03 November 2020

Section C - Items for Noting

11. Management Letters from C&AG and KPMG

Enclosed:

- 11.1 Final Management Letter from the C&AG re FY 2018/2019
11.2 Final Management Letter from KPMG re FY 2018/2019

12. Letters of Engagement - Audit of the Financial Statements 2019/2020

Enclosed:

- 12.1 Letter of Engagement from the Office of the Comptroller and Auditor General re Audit of the Financial Statements 2019/2020 dated 29 October 2020
12.2 Letter of Engagement from KPMG dated 03 November 2020

13. C&AG Guidance Note

Enclosed:

- 13.1 'OCAG insights: The impact of Covid-19 on your control environment' dated September 2020

14. Board Papers

Enclosed:

Board Agendas

- 14.1 Agenda of Meeting held on 14 October 2020

Board Minutes

- 14.2 Minutes of Meeting held on 16 September 2020

* Ms C Mullen and Mr R Hobson from KPMG, Mr P Kinsley and Ms Alice Fennell of the Office of the Comptroller and Auditor General together with the Chief Financial Officer and the Deputy Chief Financial Officer will attend for items 5 and 11

** The Vice-Provost/Chief Academic Officer, the Chief Financial Officer and the Chief Operating Officer will attend for item 6

*** The Chief Operating Officer & Ms Breda Walls (Director of Student Services) will attend for item 7

**** Ms Yvonne Coutts, Assistant Internal Auditor, will attend for item 8