



## AUDIT AND RISK COMMITTEE MINUTES

The 40th meeting Audit and Risk will be held on Tuesday 25 November  
at 10:00-13:00 in Sussex House Committee Room

	Item
	<p><b>Members Present (in person):</b> John Connors, Stanley Alozie, Dr Jackie Grant  <b>Members present (online):</b> Nick Watson, Rosemary Martin  <b>In attendance:</b> Professor Sasha Roseneil, Jacinda Humphry, Jim Andrews, Laila El Baradei, Maddie Holman (KPMG), Richard Hewes (KPMG), Amy Rogerson (Secretary)  <b>In attendance (online):</b> James Aston, Sue Ladell and David I'Anson (BDO)  <b>By invitation:)</b> Carey McLaughlin (Item 9.3), Ian McKee, Alex Elliot</p>
1	<p><b>Welcome and Housekeeping</b></p> <p>The Chair welcomed members and attendees. James Aston, Sue Ladell and David I'Anson were also in attendance from BDO.</p>
2	<p><b>Apologies for absence</b></p> <p>Apologies were noted for REDACTED: GDPR and DATA PROTECTION</p>
3	<p><b>Declaration of new conflicts of interest</b></p> <p>None were declared.</p>
4	<p><b>Minutes</b></p> <p>4.1 The Committee APPROVED the minutes of Audit and Risk's Committee Meeting on 25 September 2025</p>
5	<p><b>Matters arising from the Minutes not otherwise provided for on the agenda</b></p> <p>5.1 The Committee NOTED matters brought forward from the previous Audit and Risk Committee meetings.</p> <p>5.2 All actions were closed with the exception of one. The Committee noted that the agreed amendments to the Terms of Reference had been incorporated and were included on the agenda for this meeting.</p>
6	<p><b>Chair's actions</b></p> <p>6.1 The Committee NOTED that no action had been taken by the Chair on behalf of the Committee since the previous meeting.</p>

<p><b>7</b></p> <p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p>	<p><b>Terms of Reference 2025-26</b></p> <p>The Committee received the amended Terms of Reference. Members noted that the revisions do not change ARC's overall purpose but provide improved articulation of its assurance responsibilities.</p> <p>Members welcomed the improved wording on attendance and emphasised the value of concise executive summaries.</p> <p>It was agreed that the list of policies referenced in section 6(b) would be removed.</p> <p>The Committee RECOMMENDED the amendments to the terms of reference for APPROVAL by Council</p>
<p><b>8</b></p> <p>8.1</p> <p>8.1.1</p> <p>8.1.2</p> <p>8.1.3</p> <p>8.2</p> <p>8.2.1</p> <p>8.2.3</p> <p>8.2.4</p> <p>8.2.5</p> <p>8.3</p> <p>8.3.1</p> <p>8.3.2</p> <p>8.3.3</p> <p>8.4</p> <p>8.4.1</p>	<p><b>External Audit <i>COMMERCIAL IN CONFIDENCE</i></b></p> <p>The Committee NOTED the year-end financial position and the draft Annual Financial Statements.</p> <p>The Chief Financial Officer outlined the primary statements and year-end outturn, noting that the position remained broadly consistent with the Q3 forecast approved by Council, REDACTED: COMMERCIALY SENSITIVE</p> <p>REDACTED: COMMERCIALY SENSITIVE</p> <p>REDACTED: COMMERCIALY SENSITIVE</p> <p>The Committee NOTED the going concern assessment.</p> <p>REDACTED: COMMERCIALY SENSITIVE</p> <p>REDACTED: COMMERCIALY SENSITIVE</p> <p>REDACTED: COMMERCIALY SENSITIVE</p> <p>The Committee APPROVED the draft Financial Statements for the financial year end 31 July 2025 for recommendation to Council</p> <p>The Committee CONSIDERED a verbal update from the External Auditors</p> <p>While some work remained outstanding, the auditors reported good-quality information and constructive engagement with the University.</p> <p>REDACTED: COMMERCIALY SENSITIVE</p> <p>REDACTED: COMMERCIALY SENSITIVE</p> <p>The Committee also reviewed the draft Letter of Representation, REDACTED: COMMERCIALY SENSITIVE</p> <p>The Committee RECOMMENDED the Letter of Representation for APPROVAL by Council.</p>

9	<p><b>Compliance Regulation and Assurance</b></p> <p>9.1 The Committee CONSIDERED the Annual Value for Money Report</p> <p>9.1.1 The Committee noted the update on progress against the University’s four value for money commitments, noting the efforts made under challenging circumstances and the proposed approach for maintaining effective VfM arrangements. No questions or comments were raised.</p> <p>9.2 The Committee received the annual update supporting the preparation of the Modern Slavery Statement for publication in January. The report summarised ongoing activity, key risk areas, and updates to major contracts and supply-chain oversight.</p> <p>9.2.1 The Committee RECOMMENDED the Statement for approval by Council.</p> <p>9.3 The Committee received the Annual Prevent and Accountability Data Return for submission to the OfS, covering the 2024/25 academic year.</p> <p>9.3.1 The update noted forthcoming changes to reporting categories from next year and summarised the required data on escalated cases, events and external speakers, and key staff. No questions or comments were raised.</p> <p>9.3.2 The Committee RECOMMENDED the Return for approval by Council.</p> <p>9.4 The Committee received the Annual Prevent and Safeguarding Report and noted the University’s participation in the recent community safety strategy workshop. No questions or comments were raised.</p> <p>9.4.1 The Committee RECOMMENDED the Report for approval by Council.</p>
10	<p><b>Institutional Risk Register -</b></p> <p>10.1 The Committee CONSIDERED the updated Institutional Risk Register.</p> <p>10.2 REDACTED: COMMERCIALLY SENSITIVE</p> <p>10.3 REDACTED: COMMERCIALLY SENSITIVE</p> <p>10.4 REDACTED: COMMERCIALLY SENSITIVE</p>
11	<p><b>Health, Safety and Wellbeing Plan 2025-2028</b></p> <p>11.1 The Committee NOTED the new Health, Safety and Wellbeing Plan for 2025–2028, which aligns with Sussex 2035 and sets out the University’s safety and wellbeing priorities for the next three years.</p>
12	<p><b>Audit and Risk Committee Annual Report</b></p> <p>12.1 The Committee considered the draft Annual Report, which sets out its opinion on the University’s arrangements for risk management, governance, value for money, and regulatory data quality. Minor amendments were suggested.</p> <p>12.2 The Committee RECOMMENDED the Audit and Risk Committee Annual Report for approval by Council subject to the minor amendments.</p>

13	<b>Data Protection Policies Update</b>
13.1	The Committee received an updated data protection policies paper, noting forthcoming changes to data protection legislation and associated assurance requirements under the CUC Code.
13.2	The Committee RECOMMENDED that Council approve the updated Data Protection Policy
13.3	The Committee RECOMMENDED that Council decommission the 'Data Protection and Right to Erasure', and the 'Appropriate Policy Document'.
14	<b>Internal Audit</b>
14.1	The Committee CONSIDERED Internal Audit 2024-25 Annual Report
14.1.1	The update summarised assurance work over the past year, highlighted areas of challenge, and confirmed that audit outcomes were as anticipated.
14.1.2	Members noted the five overall conclusions, aligned with the CUC Code, and the positive assessment of internal controls.
14.1.3	The Committee noted clarification required in the appendix regarding the reference to 'Innovation at Sussex', which relates to the 2025 strategy; the Internal Auditors will amend this.
14.2	The Committee CONSIDERED an update from KPMG on progress with outstanding recommendations. REDACTED: COMMERCIALY SENSITIVE
14.3	The Committee CONSIDERED the UUK Student Accommodation Review REDACTED: COMMERCIALY SENSITIVE
14.3.1	Actions are due by March 2026, with an annual assessment to UUK in May 2026. The auditors will review progress over the next six months.
15.	<b>Scheme of Delegation</b>
15.1	The Committee considered the draft Scheme of Delegation, noting that it had undergone a comprehensive review to ensure alignment with current organisational structures, regulatory expectations, and governance best practice. The previous version, approved over seven years ago, no longer reflected the University's strategic framework or faculty structure.
15.2	Members raised a small number of points for clarification, including references to Senate consultation, alignment with financial regulations, and specific delegations relating to legal claims. These points will be reviewed and amended as appropriate.
15.3	The Committee RECOMMENDED the draft Scheme of Delegation to Council for approval.
16	<b>Standing item on fraud, litigation or serious incidents</b>
16.1	The Committee RECEIVED an oral update confirming that no incidences of fraud or suspected fraud had been reported since the last meeting. The Committee also noted the ongoing judicial review of the OfS decision, with a hearing scheduled for February 2026.

16.2	The Committee RECEIVED an oral update and noted that there were no serious incidents to report under the OfS charities reporting criteria.
16.3	REDACTED: COMMERCIALLY SENSITIVE
16.4	The Committee NOTED that no near misses had been reported.
16	<b>Any other business</b>
16.1	The Committee received a brief update on the E6 Condition of Registration, the recent court judgment, and the planned external review of the University's policies and processes on sexual misconduct and harassment. Terms of Reference for the review will be brought to a future meeting.