

	PAPER NOs: AC.17(12)
Committee:	Audit Committee
Date:	9 February 2012
Subject:	Speak up review and report
Author:	James Stevenson, University Secretary and Clerk to the Board of Governors
Executive sponsor:	James Stevenson, University Secretary and Clerk to the Board of Governors
Recommendation by the Executive:	The Executive recommends that the committee consider the speak up arrangements and note the speak up report.

1. Review of speak up arrangements

Under the committee's annual work plan for four meetings a year, the committee is due to consider the speak up arrangements annually at the February meeting.

The fully revised "speak up" policy was approved by the Board of Governors on 15th July 2010. The policy was communicated to all staff in an e-mail from the Vice Chancellor. The policy is available on the staff and student gateways.

Since its complete revision in July 2010, there has been one matter raised under the speak up policy. This matter was reviewed by the Chair of the Audit Committee. Given that the policy has been operated for only 18 months and is relatively new, no changes are recommended at this stage. Reporting to each meeting of the Audit Committee will continue.

2. Speak up report

Under the speak up procedure, since the last meeting of the Audit Committee on 16 November 2011, there have been no new speak up matters raised with the University Secretary, Director of HR or the Deputy Director of HR.

	Board/Committee	Date
Matter previously considered by:	N/A	N/A
Further approval required?	N/A	N/A

Communications – who should be made aware of the decision?	N/A – this report is confidential to the Audit Committee
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