

**Minutes of the meeting of the Group Audit and Risk Committee  
held at 3.00 pm on Monday, 7 September 2020  
via MS Teams**

**Present**

Duncan Brown (Chair)  
John Cole  
Mark Lemmon  
Rob Orr

**Apologies**

Richard Flatman

**In attendance**

Pat Bailey  
Alison Chojna (item 7 only)  
Kerry Johnson  
Deborah Johnston  
Nicole Louis  
Marcelle Moncrieffe-Johnson  
David Phoenix  
Mathew Ring (BDO, item 7 only)  
Ed Spacey (items 1-6 only)  
James Stevenson  
Graeme Wolfe (item 7 only)  
Gemma Wright (BDO)

**1. Welcome and apologies**

The Chair welcomed members to the meeting.

The above apologies were noted.

**2. Declarations of interest**

No interests were declared on any item on the agenda.

**3. Minutes of the previous meeting**

The committee approved the minutes of the meeting of 12 August 2020 and their publication.

**4. Recovery project update September 2020**

The committee discussed the update on the coronavirus business recovery project and plans for the re-opening of the LSBU campus, initially in week commencing 14 September 2020 to welcome new undergraduates.

The committee noted the measures taken to mitigate the risk of an outbreak on campus, including the requirement for staff and students to wear face coverings, and the implementation of the Safezone track and trace app, which was ready to go live. It was noted that the installation of the Safezone app was not mandatory, but that staff and students who were on-site were 'expected' to download the app.

The committee discussed in detail the LSBU coronavirus alert levels and associated triggers. Committee members queried whether the trigger levels and cumulative events had been set at an appropriate level. The Executive gave assurance that the framework had been developed through discussions with experts about the concept of thresholds. They noted that the way triggers had been set and articulated was still under review and would remain under constant review. Immediate action would continue to be taken below threshold limits when cases were reported and Public Health England would be consulted throughout.

The committee were assured by the reports and requested that a further update is brought to the meeting of 6 October 2020.

The committee noted the plans for face-to-face research and data collection during the pandemic.

## **5. Student advice and behaviours**

The committee noted the safety precautions and expected behaviours that had been communicated to students via multiple channels ahead of the return to campus.

The committee noted that student conduct in relation to coronavirus precautions was governed by the existing student disciplinary procedure. It was noted that breaches of the safety procedures would be handled informally in the first instance, with the potential for referral to the student disciplinary team.

The committee noted that the communications strategy would be closely monitored by the Executive and adjustments made if required.

The committee requested that an update on semester one be brought to a future meeting.

## **6. Academic delivery update**

The committee noted the summary of preparations for blended delivery of semester one 2020/21, to ensure delivery of existing courses in a way which maintained academic quality. It was noted that for approximately half of all courses, some level of on-campus teaching was essential. Other than for a limited number of exceptions all courses had been designed to have some on-campus activity

The committee noted that close monitoring would take place and schools would continue to share best practice in order to maintain high levels of engagement.

**7. Internal audit: cyber security**

*With Alison Chojna, Mathew Ring (BDO) and Graeme Wolfe.*

The committee discussed in detail BDO's internal audit report on cyber security, which provided limited assurance over the design of controls and limited assurance over the effectiveness of the controls in place.

The committee noted that 31 findings were identified in total (seven high risk, 22 medium risk and two low risk) across LSBU, SBC and SBA. The comprehensive management responses were welcomed by the committee.

The committee reviewed recommendations in detail, the management responses and timescales for completion of which would be closely monitored by the Executive. The timescales given within the management responses were noted as challenging but the committee welcomed assurances that they were realistic.

The committee noted the importance of an overall group IT strategy and effective information security function. The CCO advised the committee that an IT and digital transformation strategy had been created to address the infrastructure, hardware and software issues over a five year period, with the CCO as the responsible Executive member. The IT infrastructure and functions would be integrated as part of the target operating model.

The committee noted that the most significant risk related to the current configuration of the network at LSBU. A redesign of the network was noted as planned as part of the upcoming network replacement and, subject to approval of investment, should be in place by early 2021.

The committee noted that a workplan to address the recommendations of the internal audit report was being finalised, and would be brought to the next meeting of the committee on 6 October 2020. A formal follow-up by BDO would also be scheduled for early 2021.

**Date of next meeting  
3.00 pm, on Tuesday, 6 October 2020**

**Confirmed as a true record**

*Duncan Brown*

..... (Chair)

