

**Minutes of the meeting of the Group Audit and Risk Committee
held at 2.00 pm on Wednesday, 12 August 2020
via MS Teams**

Present

Duncan Brown (Chair)
John Cole
Mark Lemmon
Rob Orr

In attendance

Pat Bailey
Alison Chojna
Natalie Ferer
Richard Flatman
Asa Hilton Barber
Kerry Johnson
Janet Jones
Nicole Louis
Marcelle Moncrieffe-Johnson (*for minute 5*)
David Phoenix
Ed Spacey
James Stevenson

1. Welcome and apologies

The Chair welcomed members to the meeting.

No apologies had been received.

2. Declarations of interest

No interests were declared on any item on the agenda.

3. Recovery project update August 2020

The committee discussed the overview of measures taken to enable the campus to safely re-open.

The committee discussed the potential security issues arising from the use of personal computers while staff work from home. The Acting Director of Academic Related Resources provided detail of the measures being taken to mitigate risk in this area. The committee noted that a planned internal audit on IT security would be discussed in detail at the meeting of 7 September 2020.

The committee noted the project risk register, guidance on re-opening and remote working guidance, included as appendices.

The committee discussed the accountability for decisions taken at South Bank Colleges and South Bank Academies. It was noted that the Boards of SBC/SBA had considered their respective re-opening plans and associated risks. The Chair requested an overview of the measures taken and it was agreed that the committee would be provided with copies of the relevant minutes.

The Vice Chancellor explained that several student-related aspects of the recovery project were still being finalised, and that this aspect would be covered further at the committee's 7 September 2020 meeting.

Following discussion the committee supported the principles set out within the coronavirus recovery project report, on the basis that a further update would be provided at the next meeting.

4. Academic delivery

The committee considered the processes relating to quality assurance and academic delivery in semester two 2019/20 and semester one 2020/21.

The Provost outlined the actions that had been taken to reassure students and staff that courses could be delivered safely while maintaining academic quality and standards. These actions included the establishment of the Academic Delivery Group (ADG) and the development of alternative assessments. The committee noted that the alternative assessment methods were approved through the Schools' Academic Standards Committees. Required amendments to the academic regulations (such as changes to compensation and condonement rules) were approved by the Academic Board.

Management confirmed that changes to courses for semester one 2020/21 had been documented in compliance with the expectations of the Competition and Markets Authority (CMA).

Following the above discussion the committee agreed that it was happy with the level of assurance provided by the processes for academic delivery.

5. People & Organisational Development update

With Marcelle Moncrieffe-Johnson

The committee discussed the update on the People & Organisational Development (POD) coronavirus recovery project workstreams.

The committee noted that a personal health and circumstances assessment had been sent to all staff, currently with a 55% response rate. Roughly 70% of respondents had confirmed they did not view themselves as vulnerable.

The committee noted that 469 LSBU and SBU EL staff had completed the online return to work training as at 31 July 2020.

The Chief People Officer confirmed that guidance for staff was reviewed and updated on a weekly basis to take account of changing circumstances and government guidance.

The committee noted the continued positive engagement with trade unions.

The committee discussed the need for comprehensive guidance on how academic staff should manage student behaviours and expectations following the implementation of different methods of teaching delivery, and requested an update for its next meeting on 7 September 2020.

Marcelle Moncrieffe-Johnson left the meeting.

6. Recovery project: executive update 5 August 2020

The committee noted the project update, as presented to the Group Executive on 5 August 2020.

**Date of next meeting
3.00 pm, on Monday, 7 September 2020**

Confirmed as a true record

..... (Chair)