

Committee	Audit Committee		
Date paper prepared	09/07/2022	Date of committee meeting	13/07/2022
Subject	Dates of Audit Committee Meetings for 2022-2023		
Author	Matt Sierocinski King		
Action requested	For Discussion, Amendment, and Approval		
Purpose of the paper	To inform, agree, and set dates for Audit Committee for the forthcoming academic year.		
Brief summary of the paper	The paper lays out the detail of when meetings could be for the forthcoming academic year, along with the lead in times for each meeting. The dates presented match with a range of criteria to enhance access and organisation for a variety of reasons, as detailed in the paper. It is important that the committee agrees dates that could work for all members of the committee to minimise the risk of inquorate meetings.		
Consultation	Chair was consulted via email prior to the production of these dates.		
Resource implications	Time and planning		
Risk implications	Failure to agree dates that could work for all members could result in meetings being inquorate, with possible consequences of Audit Committee being unable to fulfil their duties.		

Link with strategy	Sustainability
Equality, Diversity and Inclusion	As detailed in the paper, the meeting dates account for Shetland term dates, making the provision of childcare more manageable upon members.
Island Community Impact	All meetings are online (as proposed) to minimise access limitations for those not residing on the Shetland Mainland.
Paper status	<input checked="" type="checkbox"/> Open – The paper may be circulated to non-members of the committee and published online without restriction. <input type="checkbox"/> Restricted – The paper must not be circulated to non-members or published online until after the committee meeting. <input type="checkbox"/> Confidential - The paper must not be circulated beyond the committee members and should not be published online. [Please note papers may still be subject to Freedom of Information requests – see below].
Freedom of information	Open If closed/ withheld, select date this will become 'open': Enter a date.