

Audit Committee Meeting, Quarter 3, 2023-2024

Wed 06 March 2024, 16:30 - 18:30

Agenda

Opening Items

16:30 - 16:31 **1. Welcome, Apologies, and Announcements**
1 min
Information *Lauren Doughton*

16:31 - 16:32 **2. Declarations of Interest**
1 min
Information *Lauren Doughton*

16:32 - 16:37 **3. Minutes of the Previous Meeting**
5 min
Decision *Lauren Doughton*

3.1. Joint Meeting of Audit Committee with Finance and General Purposes Committee

Decision *Lauren Doughton*

- 📄 Confidential Minutes (Closed Session) of the Joint Meeting of Audit Committee with Finance and General Purposes Committee (November 2023).pdf (2 pages)
- 📄 Confidential Minutes (without F+GP) of the Joint Meeting of Audit Committee with Finance and General Purposes Committee (November 2023).pdf (2 pages)
- 📄 Non-Confidential Minutes of the Joint Meeting of Audit Committee with Finance and General Purposes Committee (November 2023).pdf (2 pages)
- 📄 Confidential Minutes of the Joint Meeting of Audit Committee with Finance and General Purposes Committee (November 2023).pdf (4 pages)

3.2. Quarter Two Meeting of Audit Committee

Decision *Lauren Doughton*

- 📄 Minutes of the Previous Meeting of Audit Committee (2023 Q2).pdf (10 pages)

16:37 - 16:39 **4. Matters Arising**
2 min
Information *Lauren Doughton*

16:39 - 16:42 **5. *Terms of Reference**
3 min
Information *Matt Sierocinski King*

- 📄 Terms of Reference for Audit Committee (As Approved June 2023).pdf (3 pages)

Committee Matters

16:42 - 16:47 6. Chair of Audit Committee Recruitment

5 min

Decision

Lauren Doughton

16:47 - 16:52 7. Vice-Chair of Audit Committee

5 min

Discussion

Lauren Doughton

16:52 - 16:57 8. Training for Members

5 min

Discussion

Matt Sierocinski King

<https://professionallearning.collegedevelopmentnetwork.ac.uk/course/view.php?id=159>

16:57 - 17:02 9. Co-Option - (Restricted)

5 min

Discussion

Matt Sierocinski King

9.1. Applicant - (Confidential)

Decision

Matt Sierocinski King

 BOM-AC-2023-32.00 Letter to UHI Shetland - BoM Chair and Chair of Audit - March 2024.pdf (1 pages)

 BOM-AC-2023-32.01 CV March 2024.pdf (4 pages)

17:02 - 17:12 10. 2022-2023 Audit Committee Annual Report

10 min

Discussion

Matt Sierocinski King

Verbal

Audits

17:12 - 17:17 11. Audit and Verification Activity

5 min

Information

Jane Lewis

 BOM-AC-2023-28.1 Audit and Verification Activity 2023 - 2024 - February.pdf (17 pages)

17:17 - 17:27 12. Internal Audit

10 min

Information

Internal Auditors

12.1. Research Governance Management

Discussion

Sowmya Menon

 BOM-AC-2023-27.1 UHI Shetland - Research Governance Audit Report - FINALpptx.pdf (20 pages)

12.2. GFC Internal Audit

Discussion

Sowmya Menon

To follow

12.3. 2023-2024 Timeline Update

Discussion Sowmya Menon

 BOM-AC-2023-26.1 UHI Shetland - Internal Audit Progress Report - February 2024.pdf (5 pages)

12.4. Follow-up Report

Discussion Sowmya Menon

To follow

12.5. 2022-2023 Annual Internal Audit Report

Decision Sowmya Menon

 BOM-AC-2023-25.01 UHI Shetland- Internal Audit Annual Report 2022-23.pdf (12 pages)

Risk Management

17:27 - 17:37 13. Risk 6 - Governance Risk

10 min

Discussion Matt Sierocinski King

 BOM-AC-2023-31.01 Risk 6 Governance (March 2023).pdf (9 pages)

17:37 - 17:47 14. Risk 7 - Financial Failure

10 min

Discussion Katrina Short

 BOM-AC-2023-30.01 Risk 7 Financial Failure.pdf (11 pages)

17:47 - 17:52 15. Risk 5 - Non-Compliance

5 min

Discussion Jane Lewis

to Follow

17:52 - 17:57 16. Update on any changes to the Risk Register as a whole

5 min

Information Jane Lewis

 BOM-AC-2023-24.01 Risk Register Synopsis February 2024.pdf (32 pages)

Other Items

17:57 - 18:02 17. Assignment to Regional Strategic Body

5 min

Information Matt Sierocinski King

 BOM-AC-2023-23.00 Assignment Progress (March 2024).pdf (1 pages)


 BOM-AC-2023-23.01 Completed Actions List for COGG.pdf (6 pages)

 BOM-AC-2023-23.02 Code of Good Governance Actions List.pdf (12 pages)

18:02 - 18:07 18. Companies House Update

5 min


Information *Matt Sierocinski King*

 BOM-AC-2023-22.0.pdf (2 pages)

18:07 - 18:08 **19. *Health and Safety Committee Minutes**

1 min

Information *Jane Lewis*

 BOM-AC-2023-29.01 02 - HSW 09.11.2023 - draft minutes.pdf (6 pages)

Closing Items

18:08 - 18:13 **20. Any Other Business**

5 min

Information *Lauren Doughton*

18:13 - 18:14 **21. Date of Next Meeting**

1 min

Information *Lauren Doughton*

Wednesday 5th June 2024