

Audit Committee Meeting, Quarter 4 2023-2024

Wed 05 June 2024, 16:30 - 18:30

Agenda

Opening Items

16:30 - 16:31 **1. Welcome, Apologies, and Announcements**
1 min
Information *Claire Christey*

16:31 - 16:32 **2. Declarations of Interest**
1 min
Information *Claire Christey*

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

- 📄 Confidential Minutes of the Previous Meeting of Audit Committee (2023 Q3).pdf (2 pages)
- 📄 Non-Confidential Minutes of the Previous Meeting of Audit Committee (2023 Q3).pdf (11 pages)

16:37 - 16:39 **4. Matters Arising**
2 min
Information *Claire Christey*

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

- 📄 Terms of Reference for Audit Committee (As Approved March 2024).pdf (3 pages)

Committee Matters


16:42 - 16:47 **6. Training for Members**
5 min
Discussion *Matt Sierocinski King*

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

16:47 - 16:57 **7. 2022-2023 Audit Committee Annual Report**
10 min
Discussion *Matt Sierocinski King*

- 📄 BOM-2023-60.00C Cover Paper for Audit Committee Report.pdf (1 pages)
- 📄 BOM-2023-60.01C UHI Shetland 2022-2023 Audit Committee Annual Report.pdf (37 pages)
- 📄 BOM-2023-60.02C 2022-09-08-AC-Agenda.pdf (3 pages)
- 📄 BOM-2023-60.03C Agenda-for-Joint-Audit-Committee-Meeting-with-Finance-and-General-Purposes-Committee-April-

2023.pdf (2 pages)

 BOM-2023-60.04C Agenda-for-Audit-Committee-Meeting-April-2023-(1).pdf (3 pages)

 BOM-2023-60.05C Agenda-for-Audit-Committee-Meeting-May-2023.pdf (3 pages)

 BOM-2023-60.06C Agenda.pdf (3 pages)


Audits


16:57 - 17:02 **8. Audit and Verification Activity**

5 min

Information *Jane Lewis*

 BOM-AC-2023-32.01 Audit and Verification Activity 2023 - 2024 - May.pdf (12 pages)


 BOM-AC-2023-32.02 Audit and Verification Activity 2023 - 2024 - Annex G - Health Care Non-Clinical.pdf (1 pages)


 BOM-AC-2023-32.03 Audit and Verification Activity 2023 - 2024 - Annex H - SVQ management SCQF 7.pdf (1 pages)

 BOM-AC-2023-32.04 Audit and Verification Activity 2023 - 2024 - Annex I - Cyber Security.pdf (1 pages)


 BOM-AC-2023-32.05 Audit and Verification Activity 2023 - 2024 - Annex J - Apprentices Travel and Lodgings.pdf (1 pages)

 BOM-AC-2023-32.06 Audit and Verification Activity 2023 - 2024 - Annex K - Fish Farming.pdf (1 pages)

 BOM-AC-2023-32.07 Audit and Verification Activity 2023 - 2024 - Annex L - Construction - Carpentry and Joinery.pdf (1 pages)

 BOM-AC-2023-32.08 Audit and Verification Activity 2023 - 2024 - Annex M - Core Skills Numeracy.pdf (1 pages)

 BOM-AC-2023-32.09 Audit and Verification Activity 2023 - 2024 - Annex N - NC Art and Design.pdf (1 pages)

 BOM-AC-2023-32.10 Audit and Verification Activity 2023 - 2024 - Annex O - Care and Health Care.pdf (1 pages)

 BOM-AC-2023-32.11 Audit and Verification Activity 2023 - 2024 - Annex P - Hairdressing.pdf (1 pages)

 BOM-AC-2023-32.12 Audit and Verification Activity 2023 - 2024 - Annex Q - SFW Engineering.pdf (1 pages)

 BOM-AC-2023-32.13 Audit and Verification Activity 2023 - 2024 - Annex R - Student Support.pdf (1 pages)

17:02 - 17:12 **9. Internal Audit**

10 min

Information *Internal Auditors*


9.1. GFC Internal Audit

Discussion *Sowmya Menon*

 BOM-AC-2023-37.01 UHI Shetland - General financial controls - Final report.pdf (17 pages)

9.2. Cyber Security

Discussion *Sowmya Menon*

 BOM-AC-2023-36.01 UHI Shetland - Cyber security - Internal audit Final report.pdf (14 pages)

9.3. 2023-2024 Timeline Update

Discussion *Sowmya Menon*

 BOM-AC-2023-35.01 UHI Shetland - Internal Audit Progress Report - June 2024.pdf (5 pages)

9.4. 2024-2025 Internal Audit Plan

Discussion *Sowmya Menon*

 BOM-AC-2023-41.01 UHI Shetland - Internal Audit Annual Plan 2024-25 - draft.pdf (18 pages)

Risk Management

17:12 - 17:22 **10. Risk 6 - Governance Risk**


10 min

Discussion *Matt Sierocinski King*

17:22 - 17:32 11. Risk 3 - Poor Reputation

10 min


Discussion *Katrina Short*

 BOM-AC-2023-37.01 UHI Shetland Risk Register 3 Poor Reputation.pdf (15 pages)

17:32 - 17:37 12. *Risk 7 - Financial Failure

5 min

Discussion *Katrina Short*

 BOM-AC-2023-33.01 Risk 7 Financial Failure - May 2024.pdf (11 pages)

17:37 - 17:42 13. Update on any changes to the Risk Register as a whole

5 min

Information *Jane Lewis*

 BOM-AC-2023-38.01 Risk Register Synopsis May 2024.pdf (15 pages)

Other Items

17:42 - 17:47 14. Assignment to Regional Strategic Body

5 min

Information *Matt Sierocinski King*

To follow

17:47 - 17:52 15. *Companies House Update

5 min

Information *Matt Sierocinski King*

 BOM-AC-2023-39.00C Companies House Update.pdf (2 pages)

17:52 - 17:53 16. *Health and Safety Committee Minutes

1 min

Information *Jane Lewis*

To follow

Closing Items

17:53 - 17:58 17. Any Other Business

5 min

Information *Claire Christey*

17:58 - 17:59 18. Date of Next Meeting

1 min

Information *Claire Christey*

Audit Committee: Wednesday 11th September 2024 at 16:30 on Teams

Audit Committee: Wednesday 13th November 2024 at 16:30 on Teams

Joint Audit Committee Meeting with Finance and General Purposes Committee: Wednesday 20th November 2024 at 16:30 on Teams

Audit Committee: Wednesday 12th March 2025 at 16:30 on Teams

Audit Committee: Wednesday 4th June 2025 at 16:30 on Teams