

# UHI Shetland Audit Committee Meeting, Quarter 2, 2024-2025

Wed 13 November 2024, 16:30 - 18:30

Teams

## Agenda

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### Opening Items

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**16:30 - 16:31** **1. Welcome, Apologies, and Announcements**

1 min

*Information* *Claire Christey*

**1.1. Welcome to new members**

*Information* *Claire Christey*

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**16:31 - 16:32** **2. Declarations of Interest**

1 min



*Information* *Claire Christey*

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**16:32 - 16:37** **3. Minutes of the Previous Meeting**

5 min

*Decision* *Claire Christey*

-  Confidential Minutes of Audit Committee Meeting (2024 Q1).pdf (1 pages)
  -  Non-Confidential Minutes of Audit Committee Meeting (2024 Q1).pdf (8 pages)
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**16:37 - 16:39** **4. Matters Arising**

2 min

*Information* *Claire Christey*

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**16:39 - 16:42** **5. \*Terms of Reference**

3 min

*Information* *Matt Sierocinski King*

-  Terms of Reference for Audit Committee (As Approved June 2024).pdf (3 pages)
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### Committee Matters

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**16:42 - 16:47** **6. Training for Members**

5 min

*Discussion* *Matt Sierocinski King*

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

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**16:47 - 16:52** **7. Application for Co-opted Member - (Confidential)**

5 min

Decision

Matt Sierocinski King

Item 7C - Application for Co-Opted Member.pdf (2 pages)

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## Audits

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16:52 - 16:57  
5 min

### 8. Audit and Verification Activity

Information

Jane Lewis

Item 8 - Audit and Verification Activity 2024 - 25 - November 2024.pdf (2 pages)

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16:57 - 17:02  
5 min

### 9. External Auditors Plan

Discussion

To Follow

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17:02 - 17:12  
10 min

### 10. Internal Audit

Information

Internal Auditors

#### 10.1. 2023-2024 Follow-up Audit

Discussion

Sowmya Menon

Item 10.1 - UHI Shetland - Follow Up 2023-24 - Final report.pdf (32 pages)

#### 10.2. 2023-2024 Internal Audit Annual Report

Discussion

Sowmya Menon

Item 10.2 - UHI Shetland- Internal Audit Annual Report 2023-24.pdf (12 pages)

#### 10.3. 2024-2025 Timeline Update

Discussion

Sowmya Menon

Item 10.3 - UHI Shetland - Internal Audit Progress Report - October 2024.pdf (5 pages)

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17:12 - 17:12  
0 min

### 11. 2023-2024 Annual Report of Audit Committee to the Board of Management

Decision

Matt Sierocinski King

To follow

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## Risk Management

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17:12 - 17:22  
10 min

### 12. Code of Good Governance

Discussion

Matt Sierocinski King

To Follow

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17:22 - 17:32 **13. Risks 12 - Cyber Security**

10 min

Discussion

Gemma MacGregor

To Follow

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17:32 - 17:37 **14. Risk 13 - Net Zero**

5 min

Discussion

Jane Lewis?

To Follow

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17:37 - 17:42 **15. Update on any changes to the Risk Register as a whole**

5 min

Information

Jane Lewis

 Item 15- Risk Register Summary September 2024.pdf (1 pages)

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## Other Items


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17:42 - 17:47 **16. \*Companies House Update - (Confidential)**

5 min

Information

Matt Sierocinski King

 Item 16C - Companies House Update.pdf (2 pages)

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17:47 - 17:48 **17. \*Health and Safety Committee Minutes**

1 min

Information

Jane Lewis

 Item 17 - 02 - HSW - 02.10.2024 draft minutes.pdf (5 pages)

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## Closing Items

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17:48 - 17:53 **18. Any Other Business**

5 min

Information

Claire Christey

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17:53 - 17:54 **19. Date of Next Meetings**

1 min

Information

Claire Christey

Joint Audit Committee Meeting with Finance and General Purposes Committee: Wednesday 4th December 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