

# Audit Committee

Wed 13 July 2022, 16:00 - 18:00

## Agenda

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**16:00 - 16:02** **1. Welcome, Apologies, and Announcements**

2 min

*Information*      *Lauren Doughton*

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**16:02 - 16:04** **2. Declarations of Interest**

2 min

*Information*      *Lauren Doughton*

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**16:04 - 16:09** **3. Minutes of Previous Meeting**

5 min

*Decision*      *Lauren Doughton*

None

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**16:09 - 16:11** **4. Matters Arising**

2 min

*Information*      *Lauren Doughton*

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**16:11 - 16:12** **5. Terms of Reference**

1 min

*Discussion*      *Matt Sierocinski King*

 BOM-2021-28.5 Audit Committee Terms of Reference.pdf (2 pages)

**5.1. Increasing membership including Co-Option**

*Decision*      *Matt Sierocinski King*

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**16:12 - 16:12** **6. Training for Members**

0 min

*Discussion*      *Matt Sierocinski King*

**6.1. CDN Module**

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

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**16:12 - 16:42** **7. Agenda Setting**

30 min

*Discussion*      *Lauren Doughton*

**7.1. Welcome, Apologies, Announcements**

## 7.2. Declarations of Interest

## 7.3. Minutes of the previous meeting

## 7.4. Matters Arising

## 7.5. Terms of Reference

## 7.6. Training for Members

## 7.7. Internal Audit

## 7.8. External Audit

## 7.9. Risk Management

## 7.10. Audit Plans

## 7.11. Risk Management

## 7.12. Business Continuity

## 7.13. Any Other Business

## 7.14. Date of Next Meeting

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## 16:42 - 16:57 8. Meeting Organisation


15 min

*Decision Lauren Doughton*

Frequency and Timing (Joint meeting with F&GP)

Setting

 BOM-AC-2021-1 Audit Cover Paper Template.pdf (2 pages)


 BOM-AC-2021-1.1 Proposed Dates of Committee Meetings for 2022-2023 Academic Year.pdf (2 pages)


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## 16:57 - 17:07 9. Code of Good Governance

10 min

*Discussion Matt Sierocinski King*

 BOM-2021-30 Board of Management Cover Paper.pdf (2 pages)

 BOM-2021-30.1 Code-of-Good-Governance-for-Scotlands-Colleges-August-2016.pdf (14 pages)

### 9.1. Audit Committee Clauses

*Discussion Matt Sierocinski King*

Members are advised to familiarise themselves with clauses all clauses, and in particular, clauses C13 to C19.




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## 17:07 - 17:17 10. Internal Effectiveness Review

10 min

*Decision* *Matt Sierocinski King*

Paper on questions and methodology

-  BOM-AC-2021-2C Audit Cover Paper Template.pdf (2 pages)
-  BOM-AC-2021-2.1C Draft Questions as adapted from UHI North Highland.pdf (12 pages)
-  BOM-AC-2021-2.2C WHC BoM Evaluation Form 2019.pdf (6 pages)

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## 17:17 - 17:27 11. Risk Register Oversight

10 min





*Discussion* *Jane Lewis*

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## 17:27 - 17:27 12. Strategic and Operational Plans

0 min

*Discussion* *Jane Lewis*

-  BOM-AC-2021-3 Operational plans cover sheet.pdf (2 pages)
-  BOM-AC-2021-3.1 Shetland UHI Operational Plan 2022 - Operations and Facilities.pdf (21 pages)
-  BOM-AC-2021-3.2 Shetland UHI Operational Plan\_Research\_July22.pdf (7 pages)
-  BOM-AC-2021-3.3 Academic Operational plan 21-22.pdf (18 pages)

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## 17:27 - 17:27 13. Auditors

0 min

*Discussion* *Glenn Gilfillan*

### 13.1. Ratification of Finance and General Purposes Committee Appointment

*Discussion* *Matt Sierocinski King*

-  BOM-AC-2021-4 Audit Cover Paper Template.pdf (2 pages)
-  BOM-AC-2021-4.1 Thorntons Law LLP Pricing Schedule.pdf (1 pages)
-  BOM-AC-2021-4.2 Legal Services PFB1039AP - Buyers Guide.pdf (18 pages)
-  BOM-AC-2021-4.3 22 07 07 LOA Thorntons Law LLP FULLY EXECUTED.pdf (2 pages)
-  Non-Confidential Minutes of the Finance and General Purposes Committee Meeting (April 2022).pdf (5 pages)

### 13.2. Governance Auditors

*Discussion* *Glenn Gilfillan*

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## 17:27 - 17:32 14. Any Other Business

5 min

*Information* *Lauren Doughton*

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## 17:32 - 17:36 15. Date of Next Meeting - TBC

4 min

*Information* *Matt Sierocinski King*