

Committee	Board of Management																																						
Agenda Item	25																																						
Date paper prepared	12/06/2023	Date of committee meeting	05/10/2022																																				
Subject	Draft Minutes of Audit Committee																																						
Author	Matt Sierocinski King																																						
Action requested	To note																																						
Purpose of the paper	To comply with the Code of Good Governances' requirement that "The board must ensure that discussions and decisions of every committee are accurately recorded and reported to the board, no later than the next meeting of the board."																																						
Brief summary of the paper	<p>The minutes of the meeting can be found here: https://app.admincontrol.net/Bp?info=1#/Documents/6299925</p> <table border="1"> <thead> <tr> <th>Agenda Item</th> <th>Action</th> <th>Responsible</th> <th>Progress</th> </tr> </thead> <tbody> <tr> <td>6</td> <td>Introduce Ms Nicolson (Independent Director) to the CDN training resources and in particular, the Audit Committee Training.</td> <td>Board Secretary</td> <td></td> </tr> <tr> <td>8.2</td> <td>Make Health and Safety reports available to the committee</td> <td>Professor Lewis</td> <td>On Agenda</td> </tr> <tr> <td>8.4</td> <td>Add the change in assessment as well as other risk activity to the synopsis.</td> <td>Principal</td> <td></td> </tr> <tr> <td>8.5</td> <td>Governance risk to come to the next meeting of the committee for review.</td> <td></td> <td>On Agenda</td> </tr> <tr> <td>8.5</td> <td>Review the two policies presented, and give feedback to the UHI Shetland Senior Management Team, to allow the Senior Management Team to develop a UHI Shetland Risk Management Policy before the next meeting.</td> <td>Audit Committee members</td> <td>On Agenda</td> </tr> <tr> <td>8.5</td> <td>Recirculate the UHI risk management strategy and the workshop paper work to the committee.</td> <td>Board Secretary</td> <td></td> </tr> <tr> <td>8.5</td> <td>Produce a UHI Shetland Risk Management Policy to come to the next committee meeting.</td> <td>Senior Management Team</td> <td>On Agenda</td> </tr> <tr> <td>9.1</td> <td>Produce a list of all the audits that Shetland UHI do, and then ask the committee, if they would like to see any listed, and for the list to come to each audit committee from now on.</td> <td>Principal</td> <td>On Agenda</td> </tr> </tbody> </table>			Agenda Item	Action	Responsible	Progress	6	Introduce Ms Nicolson (Independent Director) to the CDN training resources and in particular, the Audit Committee Training.	Board Secretary		8.2	Make Health and Safety reports available to the committee	Professor Lewis	On Agenda	8.4	Add the change in assessment as well as other risk activity to the synopsis.	Principal		8.5	Governance risk to come to the next meeting of the committee for review.		On Agenda	8.5	Review the two policies presented, and give feedback to the UHI Shetland Senior Management Team, to allow the Senior Management Team to develop a UHI Shetland Risk Management Policy before the next meeting.	Audit Committee members	On Agenda	8.5	Recirculate the UHI risk management strategy and the workshop paper work to the committee.	Board Secretary		8.5	Produce a UHI Shetland Risk Management Policy to come to the next committee meeting.	Senior Management Team	On Agenda	9.1	Produce a list of all the audits that Shetland UHI do, and then ask the committee, if they would like to see any listed, and for the list to come to each audit committee from now on.	Principal	On Agenda
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	11	Review the Code of Good Governance checklist once assignation has been achieved.	Audit Committee	Ongoing
	13	Check with Ms McInnes (Finance Director) whether the Joint Meeting of Audit Committee with Finance and General Purposes Committee qualifies as one of the four meetings Audit Committee is required to have in the academic year, or if a further meeting of Audit Committee is required.	Mx Sierocinski King (Board Secretary)	Complete
Consultation	Audit Committee			
Resource implications	None			
Risk implications	None			
Link with strategy	Sustainability			
Equality, Diversity and Inclusion	None			
Island Community Impact	None			
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.			