Audit Committee Meeting, Quarter 1, 2023-2024

Wed 13 September 2023, 16:30 - 18:30

Agenda

Opening Items

16:30 - 16:31
1 min

1. Welcome, Apologies, and Announcements

Information   *Lauren Doughton*

16:31 - 16:32
1 min

2. Declarations of Interest

Information   *Lauren Doughton*

16:32 - 16:37
5 min

3. Minutes of the Previous Meeting

Decision   *Lauren Doughton*

📄 Minutes of the Previous Meeting of Audit Committee Q4 July 2023 .pdf (10 pages)

16:37 - 16:39
2 min

4. Matters Arising

Information   *Lauren Doughton*

16:39 - 16:42
3 min

5. *Terms of Reference

Information   *Matt Sierocinski King*

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

Committee Matters

16:42 - 16:47
5 min

6. Training for Members

Discussion   *Matt Sierocinski King*

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

16:47 - 16:52
5 min

7. Co-Option - (Restricted)

Discussion   *Matt Sierocinski King*

Verbal

Audits

16:52 - 16:57 5 min	## 8. Audit and Verification Activity

Information   *Jane Lewis*

📄 BOM-AC-2023-01 Audit and Verification Activity 2023 - 2024 - September.pdf (10 pages)

16:57 - 17:07 10 min	## 9. Internal Audit

Information   *Internal Auditors*

9.1. Health and Safety Report

Discussion   *Chloe Main*

📄 BOM-AC-2023-02 BDO SUHI - Health Safety - FINAL.pdf (20 pages)

9.2. Business Continuity Planning Report

Discussion   *Chloe Main*

📄 BOM-AC-2023-03 BDO SUHI - Business Continuity Planning - FINAL.pdf (21 pages)

9.3. Follow-up Report

Discussion   *Chloe Main*

4 To follow

9.4. 2022-2023 Annual Internal Audit Report

Discussion   *Chloe Main*

To follow 5

Risk Management

17:07 - 17:17 10 min	## 10. Risk 6 - Governance Risk

Discussion   *Matt Sierocinski King*

📄 BOM-AC-2023-06 Risk 6 Governance (September 2023).pdf (9 pages)

17:17 - 17:27 10 min	## 11. Risk 13 - Emission Reduction/Net Zero

Discussion   *Jane Lewis*

📄 BOM-AC-2023-07 Risk 13 July 2023.pdf (8 pages)

17:27 - 17:32 5 min	## 12. Update on any changes to the Risk Register as a whole

Information   *Jane Lewis*

8 To follow

Other Items

17:32 - 17:37
5 min

13. Assignation to Regional Strategic Body

Information   *Matt Sierocinski King*

📄   BOM-AC-2023-09.01 AU23-11 Internal Audit Report Shetland UHI - Code of Good of Governance for Scotlands Colleges 31072023 Final.pdf (28 pages)

17:37 - 17:38
1 min

14. *Health and Safety Committee Minutes

Information   *Jane Lewis*

None

Closing Items

17:38 - 17:43
5 min

15. Any Other Business

Information   *Lauren Doughton*

17:43 - 17:44
1 min

16. Date of Next Meetings

Information   *Lauren Doughton*

22nd November 2023 at 16:30