

Audit Committee Meeting, Quarter 2, 2023-2024

Wed 29 November 2023, 17:15 - 19:15

Agenda


Opening Items

17:15 - 17:16 **1. Welcome, Apologies, and Announcements**
1 min
Information *Lauren Doughton*

17:16 - 17:17 **2. Declarations of Interest**
1 min
Information *Lauren Doughton*

17:17 - 17:22 **3. Minutes of the Previous Meeting**
5 min
Decision *Lauren Doughton*
 Minutes of the Previous Meeting of Audit Committee (2023 Q1).pdf (13 pages)

17:22 - 17:24 **4. Matters Arising**
2 min
Information *Lauren Doughton*

17:24 - 17:27 **5. *Terms of Reference**
3 min
Information *Matt Sierocinski King*
 Terms of Reference for Audit Committee (As Approved June 2023).pdf (3 pages)

Committee Matters

17:27 - 17:32 **6. Training for Members**
5 min
Discussion *Matt Sierocinski King*
<https://professionallearning.collegedevelopmentnetwork.ac.uk/course/view.php?id=159>

17:32 - 17:37 **7. Co-Option - (Restricted)**
5 min
Discussion *Matt Sierocinski King*
10 to follow

Audits

17:37 - 17:42 **8. Audit and Verification Activity**

5 min

Information *Jane Lewis*

 BOM-AC-2023-11.01 Audit and Verification Activity 2023 - 2024 - November.pdf (10 pages)

 BOM-AC-2023-11.02 Audit and Verification Activity 2022 - 2023 - recap.pdf (9 pages)

17:42 - 17:52 **9. Internal Audit**

10 min

Information *Internal Auditors*


9.1. Research Governance Management

Discussion *Chloe Main*

Paper 12 - to follow

9.2. 2023-2024 Timeline Update

Discussion *Chloe Main*

 BOM-AC-2023-13 UHI Shetland - internal audit progress report - Nov 2023.pdf (5 pages)

9.3. Follow-up Report

Discussion *Chloe Main*

 BOM-AC-2023-14 UHI Shetland - Follow Up Report - FINAL.pdf (12 pages)

9.4. 2022-2023 Annual Internal Audit Report

Discussion *Chloe Main*

 BOM-AC-2023-15 UHI Shetland- Internal Audit Annual Report 2022-23.pdf (12 pages)

17:52 - 18:02 **10. FES Audit**

10 min

Discussion *Gemma MacGregor*

 BOM-AC-2023-15.00C 2023 Audit Committee Cover Paper FES Report.pdf (1 pages)

 BOM-AC-2023-15.01C A16 Audit Report Final.pdf (13 pages)

Risk Management

18:02 - 18:12 **11. Risk 6 - Governance Risk**

10 min

Discussion *Matt Sierocinski King*

 BOM-AC-2023-16 Risk 6 Governance (November 2023).pdf (9 pages)

18:12 - 18:22 **12. Risk 2 - FE Student Numbers**

10 min

Discussion

 BOM-AC-2023-17.00 BOM-LTR-2023-07.00LTR Committee Cover Sheet Enrolments paper Nov 23.pdf (2 pages)

 BOM-AC-2023-17.01 BOM-LTR-2023-07.01 LTR report November 2023.pdf (2 pages)

18:22 - 18:27
5 min

13. Development of Business Continuity Risk as a Stand-Alone Risk

Discussion *Gemma MacGregor*

- 📄 BOM-AC-2023-18.00 Audit Q2 Paper Development of BCP as a stand.pdf (1 pages)
- 📄 BOM-AC-2023-18.01 UHI Shetland Risk Register 14 (Local) Business Continuity Plan October 2023.pdf (11 pages)

18:27 - 18:32
5 min

14. Update on any changes to the Risk Register as a whole

Information *Jane Lewis*

- 📄 BOM-AC-2023-19.01 Risk Register Synopsis November 2023.pdf (27 pages)

Other Items

18:32 - 18:37
5 min

15. Assignment to Regional Strategic Body

Information *Matt Sierocinski King*

- 📄 BOM-AC-2023-20.00 Assignment Progress (November 2023).pdf (1 pages)
- 📄 BOM-AC-2023-20.01 Completed Actions List for COGG.pdf (5 pages)
- 📄 BOM-AC-2023-20.02 Code of Good Governance Actions List.pdf (14 pages)

18:37 - 18:38
1 min

16. *Health and Safety Committee Minutes

Information *Jane Lewis*

- 📄 BOM-AC-2023-21.01 02 - HSW 21.09.2023 - draft minutes.pdf (7 pages)

Closing Items

18:38 - 18:43
5 min

17. Any Other Business

Information *Lauren Doughton*

18:43 - 18:44
1 min

18. Date of Next Meeting

Information *Lauren Doughton*

Wednesday 6th March 2024