

Audit Committee, Quarter 1, 2024-2025

Wed 11 September 2024, 16:30 - 18:30

Teams

Agenda

Opening Items

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

1 min

Information *Claire Christey*

1.1. Welcome to new members

Information *Claire Christey*

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

1 min

Information *Claire Christey*

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

5 min

Decision *Claire Christey*

To follow

16:37 - 16:39 **4. Matters Arising**

2 min

Information *Claire Christey*

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)

Committee Matters

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

5 min

Discussion *Matt Sierocinski King*

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

Audits

16:47 - 16:52

5 min

7. Audit and Verification Activity

Information

Jane Lewis

 Item 7 - Audit and Verification Activity 2023 - 24 - Final Report.pdf (3 pages)

16:52 - 17:02

10 min

8. Internal Audit

Information

Internal Auditors

8.1. Follow-up Audit

Discussion


Sowmya Menon

To Follow

8.2. Payroll Audit

Discussion


Sowmya Menon

 Item 8.2 - UHI Shetland - Payroll - Final report_21.06.24.pdf (14 pages)

8.3. Student Support Audit

Discussion

Sowmya Menon

 Item 8.3 - UHI Shetland - Student Support Audit - Final report.pdf (16 pages)

8.4. Data Protection Audit

Discussion

Sowmya Menon

 Item 8.4 - UHI Shetland - Data Protection - Internal Audit Final Report.pdf (23 pages)

8.5. 2023-2024 Internal Audit Annual Report

Discussion

Sowmya Menon

To follow

8.6. 2024-2025 Timeline Update

Discussion

Sowmya Menon

To follow

Risk Management


17:02 - 17:12

10 min

9. Risk 6 - Governance Risk

Discussion

Matt Sierocinski King

 Item 9 - Risk 6 Governance (September 2024).pdf (11 pages)

17:12 - 17:22

10 min

10. Risks 1&2 - FE Credits and HE Numbers

Discussion

Laura Burden

To Follow

17:22 - 17:27 **11. Risk 5 - Non-Compliance with Statutory Regulations**

5 min

Discussion

Jane Lewis

To Follow

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

5 min

Information

Jane Lewis


Other Items

17:32 - 17:37 **13. *Companies House Update - (Confidential)**

5 min

Information

Matt Sierocinski King

 Item 13C - Companies House Update.pdf (2 pages)

17:37 - 17:38 **14. *Health and Safety Committee Minutes**

1 min

Information

Jane Lewis

To follow

Closing Items

17:38 - 17:43 **15. Any Other Business**

5 min

Information

Claire Christey

17:43 - 17:44 **16. Date of Next Meeting**

1 min

Information

Claire Christey

Audit Committee: Wednesday 13th November 2024 at 16:30 on Teams

Joint Audit Committee Meeting with Finance and General Purposes Committee: Wednesday 20th November 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