

Audit Committee, Quarter 3, 2024-2025

Wed 30 April 2025, 16:30 - 18:30

Teams

Agenda

Opening Items

16:30 - 16:31
1 min

1. Welcome, Apologies, and Announcements
Information *Claire Christey*

1.1. Welcome to new members
Information *Claire Christey*

16:31 - 16:32
1 min

2. Declarations of Interest
Information *Claire Christey*
to follow

16:32 - 16:37
5 min

3. Minutes of the Previous Meeting
Decision *Claire Christey*
 Confidential Minutes of Audit Committee (2024 Q2).pdf (2 pages)
 Non-Confidential Minutes of Audit Committee Meeting (2024 Q2).pdf (6 pages)

16:37 - 16:39
2 min

4. Matters Arising
Information *Claire Christey*

16:39 - 16:42
3 min

5. *Terms of Reference
Information *Matt Sierocinski King*
 Terms of Reference for Audit Committee (As Approved January 2025).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. Application for Co-opted Member - (Confidential)
Decision *Matt Sierocinski King*
 Item 7C - Application for Co-Opted Member.pdf (1 pages)

Audits

16:52 - 16:57

5 min

8. Audit and Verification Activity

InformationJane Lewis

Item 8 - Audit and Verification Activity 2024 - 25 - March.pdf (1 pages)

16:57 - 17:07

10 min

9. Internal Audit

InformationInternal Auditors

9.1. Estates Management

InformationClaire Robertson

Item 9.1 - UHI Shetland - Estates Management - Final Report.pdf (19 pages)

9.2. Curriculum Planning

InformationClaire Robertson

Item 9.2 - UHI Shetland - Curriculum Planning - Internal Audit - Final Report.pdf (15 pages)

9.3. 2024-2025 Timeline Update

DiscussionClaire Robertson

Item 9.3 - UHI Shetland - Internal Audit Progress Report - April 2025.pdf (5 pages)

9.4. Strategic Planning Terms of Reference

InformationClaire Robertson

Item 9.4 - UHI Shetland - Strategic Planning - Final ToR.pdf (7 pages)

Risk Management

17:07 - 17:17

10 min

10. Code of Good Governance

DiscussionMatt Sierocinski King

Item 10 - Code of Good Governance (April 2025).pdf (1 pages)

Item 10 - Code of Good Governance Actions List.pdf (12 pages)

17:17 - 17:27

10 min

11. Risk 4 - Key Staff Member

DiscussionGemma MacGregor

Item 11 - UHI Shetland - Risk Register 4 - October 2024-25.pdf (10 pages)

17:27 - 17:32

5 min

12. Risk 10 - Student Experience

DiscussionLaura Burden

Item 12 - UHI Shetland Risk Register 10 Poor Student Experience.pdf (12 pages)

17:32 - 17:37

5 min

13. Risk Register Summary

InformationJane Lewis

Item 13 - Risk Register Summary March 2025.pdf (1 pages)

Other Items

17:37 - 17:47

14. Internal Effectiveness Review

10 min

Decision

Matt Sierocinski King

 Item 14 - Internal Effectiveness Review.pdf (4 pages)

17:47 - 17:52

5 min

15. *Companies House Update - (Confidential)

Information

Matt Sierocinski King

 Item 15C - Companies House Update.pdf (2 pages)

17:52 - 17:53

1 min

16. *Health and Safety Committee Minutes

Information

Gemma MacGregor

 Item 16 - 04 - HSW - 04.12.2024 - draft minutes.pdf (6 pages)

Closing Items

17:53 - 17:58

5 min

17. Any Other Business

Information

Claire Christey

17:58 - 17:59

1 min

18. Date of Next Meeting

Information

Claire Christey

Wednesday 4th June 2025 at 16:30 on Teams