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Date: 15<sup>th</sup> July 2024

Dear Sir/Madam,

**Audit and Standards Committee – 21<sup>st</sup> January 2024**

I am writing to advise you that, further to the agreement at the Audit and Standards Meeting held on 2<sup>nd</sup> July 2024, the following change will be made to the timetable of meetings.

The meeting of the Audit and Standards Committee scheduled to be held on Tuesday 21<sup>st</sup> January, 2025 has been moved to **Tuesday 4<sup>th</sup> February, 2025**.

Yours faithfully,



TOM SHARDLOW

Chief Executive