

<b>Committee</b>	Finance and General Purposes Committee
<b>Subject</b>	Click or tap here to enter text.
<b>Action requested</b>	<input type="checkbox"/> For information only <input type="checkbox"/> For discussion <input type="checkbox"/> For recommendation <input type="checkbox"/> For endorsement <input checked="" type="checkbox"/> For approval
<b>Brief summary of the paper</b>	Minutes of the previous meeting
<b>Resource implications</b> (If yes, please provide details)	No Click or tap here to enter text.
<b>Risk implications</b> (If yes, please provide details)	No Click or tap here to enter text.
<b>Date paper prepared</b>	27/08/2021
<b>Date of committee meeting</b>	01/09/2021
<b>Author</b>	Matt Sierocinski King

<p><b>Link with strategy</b></p> <p>Please highlight how the paper links to the Strategic Plan, or assist with:</p> <ul style="list-style-type: none"> <li>• Compliance</li> <li>• National Student Survey</li> <li>• partnership services</li> <li>• risk management</li> <li>• other activity [e.g. new opportunity] – please provide further information.</li> </ul>	<p>Compliance</p>
<p><b><u>Equality and diversity</u></b></p> <p>Does this activity/proposal require an Equality Impact Assessment?</p>	<p>No</p> <p>If yes, please give details:</p> <p>Click or tap here to enter text.</p>
<p><b><u>Data Protection</u></b></p> <p>Does this activity/proposal require a Data Protection Impact Assessment?</p>	<p>No</p> <p>If yes, please give details:</p> <p>Click or tap here to enter text.</p>
<p><b>Island communities</b></p> <p>Does this activity/proposal have an effect on an island community which is significantly different from its effect on other communities (including other island communities)?</p>	<p>No</p> <p>If yes, please give details:</p> <p>Click or tap here to enter text.</p>
<p><b>Status</b> (e.g. confidential, non-confidential)</p>	<p>Non-Confidential</p>

<b>Freedom of information</b> Can this paper be included in “open” business?*	Yes
<b>Consultation</b> How has consultation with partners been carried out?	N/A

# Finance and General Purposes Committee

Wed 04 August 2021, 16:30 - 18:30

Teams

## Attendees

### Board members

Graeme Howell (Chair), Glenn Gilfillan (Staff Director), George Wallington (Staff Director), Florence Jansen (Student Director)

### Ex-Officio

Jane Lewis (Principal), Matt Sierocinski King (Board Secretary), Davie Sandison (Chair of Board of Management (Ex-Officio))

## Meeting minutes

### 1. Welcome, Apologies, and Introductions

The Chair welcomed everyone to the first meeting of Shetland UHI. GG, GW and MSK introduced themselves to each other.

Apologies were received from: Isobel Johnson, Rory Gillies, Elaine Laurenson

### 2. Declarations of Interest


None

### 3. Minutes of Previous Meetings

It was agreed to amend the minutes to reflect that GH had suggested the breaking down of the Finance Handbook, rather than GG, as stated.

**Resolution: The minutes were approved as amended**

**Action: The Secretary shall amend the minutes accordingly**

 Minute 9 June 2021.pdf

### 4. Matters Arising

There were no Matters Arising from the minutes of the previous meeting.

### 5. Terms of Reference

The Terms of Reference were noted

 TB2020-17 Committee ToR.pdf

### 6. Feedback from Budget Workshop

The Committee noted that the Budget Workshop took place on 22nd June. The Chair felt it was helpful, and gave a summary of the workshop for the benefit of Committee members who were unable to attend.

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## 7. Proposed Future Agenda

JL suggested a board workshop on risk development in the future. The Committee were interested in this proposition. JL suggested an additional item to focus on strategy, to which was actioned to JL and DS to develop.

### 7.1. Welcome, Apologies, and Announcements

**Action:** The Secretary shall add this item was approved to be a standard item for General and Finance Committee Meetings going forward.

### 7.2. Declarations of Interest

**Action:** The Secretary shall add this item was approved to be a standard item for General and Finance Committee Meetings going forward.

### 7.3. Minutes of Previous Meetings

**Action:** The Secretary shall add this item, as approved, to be a standard item for General and Finance Committee Meetings going forward.

### 7.4. Matters Arising

**Action:** The Secretary shall add this item, as approved, to be a standard item for General and Finance Committee Meetings going forward.

### 7.5. Terms of Reference

**Action:** The Secretary shall add this item, as approved, to be a standard item for General and Finance Committee Meetings going forward.

### 7.6. Financial Monitoring

**Action:** The Secretary shall add this item, as approved, to be a standard item for General and Finance Committee Meetings going forward.

### 7.7. Financial Handbook Review

JL suggested this item included a policy review as well. The committee accepted this suggestion.

**Action:** The Secretary shall add this item, as amended, to be a standard item for General and Finance

### 7.8. Estates

It was suggested that this item could also include the islands deal, and Assets

**Action: The Secretary shall add this item, as amended, to be a standard item for General and Finance Committee Meetings going forward.**

### 7.9. Growth and Development of Shetland UHI

It was suggested that this item should focus on the Commercial development. DS agreed on the need for this point in particular, for business cases to come forth.

**Action: The Secretary shall add this item, as amended, to be a standard item for General and Finance Committee Meetings going forward.**

### 7.10. Financial Risk Management

This item represents a devolution of the responsibility from Board of Management to Finance and General Purposes.

**Action: The Secretary shall add this item, as amended, to be a standard item for General and Finance Committee Meetings going forward.**

### 7.11. Any Other Business

**Action: The Secretary shall add this item, as approved, to be a standard item for General and Finance Committee Meetings going forward.**

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## 8. Review of the Financial Handbook

 Finance Policy Handbook Shetland UHI Version 1.2.pdf

### 8.1. Purchasing Page 35

The Chair invited comments.

Stationary was misspelled.

The Chair highlighted the need for clarity on the referral of Senior Finance Officer, or Head of Finance. JL suggested that when the restructure was complete, that this was clarified.

GG highlighted 3.3 as a clarity. JL highlighted that this section could be removed and parked, and to be reviewed at a later point.

GG sought clarity on the practicality of 3.9. JL confirmed that this was a necessity. GH suggested that this point only applied over a certain value. FJ agreed with this suggestion. JL took on the Chair's suggestion to investigate a minimum value. GW suggested £50, and highlighted a debate on what qualifies as an asset.

GG suggested that 3.2 needed to be amended to reflect that any reoccurring costs are accounted for in the budget going forward.

Add a bullet point under 3.11, to reflect GG's suggestion that any reoccurring license or maintenance costs are researched and subject to approval prior to purchasing

GG felt 4.3 and 4.4 was duplication. GG to redraft, along with 4.6 and 4.7. GG also agreed to make further amendments regarding 4.8-4.10.

It was agreed that 4.10 should mention urgent purchases, with approval for such purchases from the Principal or the Senior Finance Officer. GH suggest adding in 4.11 to focus on blanket purchases.

**Action: The amendments agreed within the minute, shall be made to the Financial Handbook**

## 8.2. Procurement Page 40

BOM-FGP-2021-02M

4.2 and 4.3 need to be amended to reflect the correct regulations that are no longer EU regulations. FJ highlighted that this needs to be a whole document check. JL agreed to undertake.

4.4 GG highlighted a concern about on time consumption. The Chair focused his response on having a cap of £10k that needs to be the point at which procurement processes are required.

JL is to clarify whether the £100,000 threshold over four years comes from UHI or SFC.

7.8 should be changed to use gender neutral terminology.

The Chair suggests that all EU references are accepted as true, and updated as and when they are required to be updated. This was agreed.

Focus on Student Finance and Staff Finance on the next sections for the next meeting.

**Action: The amendments agreed within the minute, shall be made to the Financial Handbook**

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## 9. Any Other Business

The Chair and the Secretary clarified the timing of the staff elections.

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## 10. Date of Next Meeting - Wednesday 1st September

Matt Sierocinski King

Members of the Committee were informed of the date of the next meeting.