

Finance and General Purposes Committee

Wed 01 September 2021, 16:30 - 18:30

Attendees

Committee Members

Graeme Howell (Chair), David Sandison (Independent Director), Florence Jansen (Independent Director), George Wallington (Staff Director), Rory Gillies (Independent Director), Jane Lewis (Principal - Shetland UHI)

Ex-Officio

Matt Sierocinski King (Secretary)

Also in Attendance

Elaine Laurenson, Glenn Gilfinnan, Isobel Johnson

Meeting minutes

1. Welcome, Apologies, and Announcements

Graeme Howell

Apologies were received from: Florence Jansen

1.1. Introduction to Admin Control

Matt Sierocinski King

The Secretary introduced Admin Control to the Committee and explained how they would access papers for today and future meetings.

2. Declarations of Interest

Graeme Howell

No declarations of interest were declared.

3. Minutes of Previous Meetings

Graeme Howell

The minutes were approved, GG proposed, and GW seconded. The Confidential minute was approved, DS proposed and GW seconded.

 BOM-FGP-2021-02M Minutes_Finance and General Purposes Committee_040821.pdf

4. Matters Arising

Graeme Howell

No matters arising.

Action: JL to prepare the new FFR which will go to Finance and General Purposes, followed by the Board, in October.

 2021 FGP Matters Arising.pdf

5. Terms of Reference

Graeme Howell

The terms of reference were noted

 TB2020-17 Committee ToR.pdf

6. Financial Monitoring

Graeme Howell

The Chair asked GG to lead on the proposed budget and proposed monitoring.

6.1. Proposed Budget

GG

GG reported that the proposed budget is currently ongoing.

6.2. Proposed Monitoring

GG presented a mock quarterly management accounts to be provided to the committee, with income and expenditure and cashflow sheets. The committee discussed the format. EL shared her screen to display the mock finance report. EL suggested the addition of a student number metric. GH clarified what the reporting period was, and suggested that this may result in the scheduling of F+GP meetings. EL raised the point that FFR's will have to be considered into the schedule.

Action: The Secretary shall liaise with Isobel and Glen on the schedule of meetings for the purposes of financial reporting.

7. Financial Handbook and Policy Review

Graeme Howell

Action: Updated HE fees policy and FE Fees Policy will be circulated to the meeting thereafter by JL.

3.3 needs to be reviewed on the tuition fees policy.

Dates needs to be checked, specifically deadline of 7th December.

£100 admin fee is to be retained for HE courses. An addition of £25 admin fee for FE courses needs to be included.

There was agreement that the section 5 needs to be re-written to account for all different types of courses.

GG feels £100 was quite mean. EL clarified that different costs are reflected the different tuition fees of each course type.

FE policy, UHI fee wavier, and student support policy is going to be replaced and reviewed at a later meeting.

Student Debt Management policy

3.4 "Officer" after HISA is to be removed. **EL is tasked of finding out what debt ceiling is set at other colleges.**

Staff and Student Travel Expenses

Highlighted point needs to be a separate bullet point under 2.2. JL tasked with rewording.

A mention of travel to study outside of Shetland UHI premises, needs to be added.

4.3 - highlighted sentence is to be deleted

4.4 - air discount scheme should be applied for by organisation to cover staff travel.

4.2 - all travel should be approved by an appropriate staff member (to be determined).

4.10 requirement for staff to make sure they are covered on their insurance for business travel on their own vehicles.

5.1 Final bullet point to be deleted.

5.2 is to be revisited by JL.

Action: JL to write an additional point on Abroad Travel Insurance, and respective declarations processes.

Salary Payments

3.3 (on payments) to be deleted

Clause on pay run and change of bank details to be increased to 10 days in each case.

3.1 third bullet point to be removed

3.8 - amendments to include Union mentions, Cycle to work, and other salary sacrifice schemes, and is a work in progress.

3.6 - second bullet point to be deleted.

3.7 - delete everything after "and corrected."

Seagoing allowance - to be reviewed on a future occasion.

professional membership

- no dispensation.

 BOM-FGP-2021-01 Financial Handbook Sections Students, and Staff.pdf

8. Estates and Assets

Jane Lewis

JL moved directly to the Islands Deal

8.1. Islands Deal

Jane Lewis

JL informed the committee that a draft business case is under development. When its ready in full, JL is to present it to FGP.

Action: JL to present Islands Deal Business Case to FGP

9. Growth and Development of Shetland UHI

Jane Lewis

JL presented a template project reporting system, with applications above £300,000 going to FGP for approval. The threshold is to be reviewed in 12 months time.

10. Financial Risk Management

Jane Lewis

Two risks that apply to this committee, Risk and Finance. JL suggested that a workshop would be a suitable vehicle for settling these.

There is to be a financial risk workshop in October

11. Any Other Business

Graeme Howell

The Secretary promoted the election process for staff director vacancies and encouraged staff to nominate themselves, as well as to promote to other staff.

12. Date of Next Meeting - Wednesday 6th October

Matt Sierocinski King

Date of next meeting is Wednesday 6th October

