

Finance and General Purposes Committee

Wed 20 April 2022, 16:30 - 18:30, held on Teams

Attendees

Chair

- Graeme Howell (Chair of Finance and General Purposes Committee)

Board Members

- Angela Sutherland (Non-Teaching Staff Director)
- Absent: Rory Gillies (Independent Director)

Ex-Officio Members

- Jane Lewis (Principal - Shetland UHI)
- David Sandison (Chair of the Board of Management)

Also In Attendance

- Matt Sierocinski King (Board Secretary)
- Glenn Gilfillan (Head of Central Services)
- Elaine Laurenson (Administration Manager)
- Isobel Johnson (Finance Manager)
- Beth Mouat

Meeting minutes

1. Welcome, Apologies, and Announcements

2. Declarations of Interest

3. Minutes of Previous Meeting

Action: The Board Secretary shall add the word "survey" after the word TFU on the final page of the minutes.

Decision: The minutes, as amended, were approved by the committee.

4. Matters Arising

5. Terms of Reference

Decision: The committee agreed the changes, and to advance the document to the Board of Management for approval.

Action: The Board Secretary shall add the terms of reference of the committee to the agenda of the next board meeting.

6. Financial Monitoring

6.1. Finance Report

6.2. Five Year Forecast Narrative

6.3. Historic Pay Award

6.4. Legal Services

Action: The Head of Central Services has been asked to assess the retainer question.

Decision: The committee agreed to appoint Thorntons on a one-stop-shop basis, and to delegate the matter to be signed off to the Head of Central Services and Professor Lewis (Principal).

6.5. Audit Services

Action: The Head of Central Services will clarify if the dormant accounts have been submitted.

Decision: The committee agreed to appoint Henderson Logie as the auditors.

7. Estates and Assets

7.1. Islands Deal

8. Growth and Development of Shetland UHI

8.2. Update on Merger Business Case

9. Financial Risk Management

9.1. Actions Update on the Risk Management Monitoring

10. Any Other Business

Action: The Chair shall give the Board Secretary a cake when they meet in May.

11. Date of Next Meeting - Wednesday 29th June

Agenda Item	Action	Responsible	Progress
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3	Add the word "survey" after the word TFU on the final page of the minutes.	Board Secretary	
5	Add the terms of reference of the committee to the agenda of the next board meeting.	Board Secretary	
6.4	Assess the retainer question.	Head of Central Services	
6.5	Clarify if the dormant accounts have been submitted.	The Head of Central Services	
10	Give the Board Secretary a cake when they meet in May.	Chair	