

Shetland UHI: Finance and General Purposes Committee

Wed 2 March 2022, 16:30 - 18:30 Held via Teams

Attendees

Board members

- Graeme Howell (Chair of Finance and General Purposes Committee)
- Angela Sutherland (Non-Teaching Staff Director)
- Absent: Rory Gillies (Independent Director)

Ex-Officio Members

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

Also In Attendance

- Glenn Gilfillan
- Isobel Johnson
- Elaine Laurenson
- Matt Sierocinski King (Board Secretary)

Meeting minutes

3. Minutes of Previous Meeting

Decision: The Committee agreed with Ms Johnson's amendment recommendations

Action: Mx Sierocinski King (Board Secretary) is tasked with amending the minutes of the previous meeting in line with Ms Johnson's recommendations.

Decision: The minutes of the previous meeting, inclusive of the suggested amendments, were agreed as a true and accurate record of the previous meeting. The move was proposed by Ms Sutherland and seconded by Professor Lewis (Principal).

5. Terms of Reference

Decision: The committee recommended the terms of reference to go to Board for approval, and to only implement the amendments, should the terms of reference be approved by the board of management, after the board of management grants their approval to the terms of reference.

Action: The Board Secretary is tasked with adding the finalised version of the terms of reference on the agenda for the next Board of Management meeting.

6. Financial Monitoring

6.2. Finance Policies

Noted: The Committee recognised the need to review policies on a regular basis, and the need to issue the policies individually rather than as a single handbook.

Decision: The committee approved the use of the handbook as it stood.

Action: The Committee delegated senior staff the freedom to make minor tweaks to the document without seeking prior approval from the committee.

Decision: The Committee agreed that all material changes could return to the committee, based on the recommendation of staff.

6.3. Historic Pay Award

Decision: The Committee endorsed the paper.

Action: Senior staff are to enact the paper

7. Estates and Assets

7.1. Campus Redevelopment

Decision: The committee requested to view the finalised OBC in the form that it was submitted in.

Action: The Principal shall send the finalised OBC to Mx Sierocinski King (Board Secretary) for circulation to the committee.

Action: The Board Secretary shall circulate the finalised OBC to the Committee.

9. Financial Risk Management

9.1. Risk Management Monitoring

Decision: The committee endorsed the action plan for the risks as presented to the meeting.

Decision: The committee agreed to take oversight of the risks in the OBC.

Agenda Item	Action	Responsible	Progress
3	Amend the minutes of the previous meeting in line with Ms Johnson's recommendations.	Board Secretary	Complete

5	Add the finalised version of the terms of reference on the agenda for the next Board of Management meeting.	Board Secretary	Complete
6.2	The Committee delegated senior staff the freedom to make minor tweaks to the document without seeking prior approval from the committee.	Senior Staff	Ongoing
6.3	Senior staff are to enact the Historic Pay Award Paper	Senior Staff	Complete
7.1	Send the finalised OBC to Board Secretary for circulation to the committee.	Principal	Complete
7.1	Circulate the finalised OBC to the Committee.	Board Secretary	Complete