

<b>Committee</b>	Board of Management		
<b>Agenda Item Number</b>	11.3		
<b>Date paper prepared</b>	11/07/2022	<b>Date of committee meeting</b>	20/07/2022
<b>Subject</b>	Proposed Meeting Dates for Board of Management, all Committees, and the Working Group		
<b>Author</b>	Matt Sierocinski King		
<b>Action requested</b>	To Approve		
<b>Purpose of the paper</b>	<p>To agree the dates of meetings for:</p> <ul style="list-style-type: none"> <li>- Board of Management</li> <li>- Audit Committee</li> <li>- Finance and General Purposes Committee</li> <li>- Human Resources and Remuneration Committee</li> <li>- Learning, Teaching, and Research Committee</li> <li>- Search and Nominations Committee</li> <li>- Adhoc Finance Working Group</li> </ul>		
<b>Brief summary of the paper</b>	<p>The board is asked to set its dates of its meetings, and that of the committees and working group below it.</p> <p>The primary principles, as detailed in the paper as to why these dates have been chose are as follows:</p> <ul style="list-style-type: none"> <li>- To avoid out of term (Shetland UHI and Shetland school) dates for meetings</li> <li>- To ensure that Board meetings happen as the last meeting within each Quarter, with Finance and General Purposes timed in the preceding week and being at least 6 weeks from the end of the previous quarter, for the purposes of Quarterly Finance Reports.</li> <li>- To avoid members who are not chairs having meetings in concurrent weeks.</li> <li>- To time a Joint Audit with Finance and General Purposes Committee meeting at an appropriate point in the Audit cycle.</li> </ul> <p>The dates propose change the existing dates, which has come about from a move to align meeting dates into an academic calendar cycle, and to account for Finance and General Purposes Committee adjusting their approach to meetings to 4 quarterly meetings and a suggested series of 8 adhoc working group meetings.</p> <p>Members are asked to review the document BOM-2021-47.1 and to agree dates.</p>		

<b>Consultation</b>	Consultation has been undertaken with all Chairs of Committees with regards to committee dates. Considering its size of 4, and a quoracy of 3, Audit Committee has been consulted and recommended the dates proposed for its committee meetings. Finance Staff have also been consulted to ensure appropriate timelines.
<b>Resource implications</b>	Time of Board members and appropriate staff, as required.
<b>Risk implications</b>	Governance oversight challenges.
<b>Link with strategy</b>	Sustainability
<a href="#">Equality, Diversity and Inclusion</a>	N/A
<b>Island Community Impact</b>	All committee meetings are proposed as conducted virtually, with Board of Management meetings proposed as being delivered in a hybrid fashion.
<b>Paper status</b>	<input checked="" type="checkbox"/> <b>Open</b> – The paper may be circulated to non-members of the committee and published online without restriction. <input type="checkbox"/> <b>Restricted</b> – The paper must not be circulated to non-members or published online until after the committee meeting. <input type="checkbox"/> <b>Confidential</b> - The paper must not be circulated beyond the committee members and should not be published online. [Please note papers may still be subject to Freedom of Information requests – see below].
<a href="#">Freedom of information</a>	Open If closed/ withheld, select date this will become 'open': Enter a date.