

Finance and General Purposes Committee Meeting 2/4 2022-2023

Wed 30 November 2022, 16:30 - 18:30

Teams

Attendees

Chair

- Graeme Howell (Vice Chair of the Board of Management, Chair of Finance and General Purposes Committee, Senior Independent Member)

Board Members

- Angela Sutherland (Non-Teaching Staff Director)
- Maria Bell (Independent Director)
- Absent: Grant Cumming (Independent Director)
- Rory Gillies (Independent Director)

Ex-Officio

- Jane Lewis (Principal - Shetland UHI)
- David Sandison (Chair of the Board of Management, Chair of Search and Nominations Committee)

Staff In Attendance

- Matt Sierocinski King (Board Secretary)
- Shelly McInnes (Finance Director)
- Brendan Hall

Meeting minutes

1. Welcome, Apologies, and Announcements

Mr Howell (Chair) welcomed everyone to the meeting, and welcomed Ms McInnes (Finance Director), to her first meeting.

The committee discussed the matter of quoracy of the committee. Mx Sierocinski King (Board Secretary) advised that the committee was inquorate because the minority of attendees were Non-Executive members. Professor Lewis (Principal) advised that this only applied in the case of a vote. Mr Howell (Chair) determined that unless a vote was held, the meeting was quorate.

The absence of Mr Gillies (Independent Director) and Mr Cumming (Independent Director) was noted.

2. Declarations of Interest

There were no further declarations of interest.

3. Minutes of Previous Meeting

Ms Johnson requested the following amendments to the attendance record of the confidential minutes and the non-confidential minutes of the previous meeting:

- Bell Maria to Maria Bell
- Michael Innes to Malcolm Innes

These suggestions were accepted.

Decision: The Confidential Minutes of the previous meeting were approved as a true and accurate record.

Decision: The Non-Confidential Minutes of the previous meeting were approved as a true and accurate record.

4. Matters Arising

Professor Lewis (Principal) announced to the committee that student numbers had improved since the last update, save Further Education Full Time student numbers which had dropped by one. She also updated on the actions of the Senior Management Team to further to deliver growth in student numbers.

4.1. Approval of the Fees Policy Paper

The matter was reviewed as the previous meeting of the committee fell inoperative during the discussion of this agenda item.

Decision: The committee approved the Fees Policy Paper.

Action: Senior Management Team shall implement the Fees Policy Paper.

5. *Terms of Reference

The committee approved the name changes from Mr Gilfillan to Ms McInnes for the Staff In Attendance row in the committee's membership to reflect the change in staffing at Shetland UHI.

6. Financial Monitoring

6.3. Fees Policy Paper - Price List

Professor Lewis (Principal) updated the committee on the Price List matter, explaining that a full list would come to the committee in January 2023 by circulation. She confirmed that the 2023-2024 version will come to the committee in March 2023.

Action: The Principal is to send the Price List to Mx Sierocinski King (Board Secretary) for circulation to Finance and General Purposes Committee in January 2023.

Action: The Board Secretary is to add the Price List to the agenda of the March 2023 meeting of Finance and General Purposes Committee.

6.4. Banking Resolution

Ms Johnson (Finance Manager) requested that the committee grant their approval to remove Mr Gilfillan (former Finance Director) from internet banking for Shetland UHI

Decision: The committee approved the removal of the former Finance Director from internet banking for Shetland UHI.

6.5. Pay Bargaining Update

Professor Lewis (Principal) updated the committee on the matter of pay bargaining. She repeated the uplift request from the unions to the committee, which stood at £5,000 for all persons, with support staff asking for some changes in terms and conditions. She confirmed that a 3% uplift was offered, in line with SFC recommendations, and she confirmed that the unions had rejected this offer.

The committee discussed the matter, in the financial context across the public sector in Scotland, and reflection on the levels of inflation, and the real living wage.

6.6. External Auditors

Ms McInnes (Finance Director) updated the committee on the progress on the External Auditors appointment. The committee reviewed the costs of the service as provided. Mr Howell (Chair), gave background information to the committee on Mr Gilfillan's (former Finance Director) search for Auditors.

Decision: The committee approved the request for external auditors to proceed to Board of Management for scrutiny and final approval.

Action: Mx Sierocinski King (Board Secretary) shall add External Auditors papers to Board of Management agenda for scrutiny and final approval.

8. Growth and Development of Shetland UHI

No updates were made on this matter.

9. Financial Risk Management

This matter is to return to the agenda of the next committee meeting.

10. Any Other Business

Mr Sandison (Chair of the Board of Management) notified the committee that Mr Gillies is standing down from the Board of Management, and that a new reshuffle of committees may be required.

Mr Howell (Chair) informed members that a Christmas Craft fayre was being held on Sunday at Whiteness and Weisdale public hall.

11. Date of Next Meetings

The provisional dated for a meeting of Joint Audit Committee with Finance and General Purposes Committee is 22nd February 2023, though it is expected this will be rearranged to accommodate when the External Auditors can prepare the audited accounts for.

The date of the next meeting of Finance and General Purposes Committee is 22nd March 2023.

Agenda Item	Action	Responsible	Progress
4.1	Implement the Fees Policy Paper.	Senior Management Team	
6.3	Send the Price List to Mx Sierocinski King (Board Secretary) for circulation to Finance and General Purposes Committee in January 2023.	Principal	
6.3	Add the Price List to the agenda of the March 2023 meeting of Finance and General Purposes Committee.	Board Secretary	
6.6	Add External Auditors papers to Board of Management agenda for scrutiny and final approval.	Board Secretary	Complete