

# Finance and General Purposes Committee Meeting 3/4 2022-2023

Wed 22 March 2023, 16:30 - 18:30

## Attendees

### Chair

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

### Board Members

- Absent: Maria Bell (Independent Director)
- Absent: Rory Gillies (Independent Director)

### Ex-Officio

- David Sandison (Chair of the Board of Management, Chair of Search and Nominations Committee)

### Also In Attendance

- Laura Burden (Depute Principal Tertiary)
- Matt Sierocinski King (Board Secretary)
- Shelly McInnes (Director of Finance)
- Isobel Johnson (Finance Manager)

### Apologies

- Angela Sutherland (Non-Teaching Staff Director)
- Jane Lewis (Principal - Shetland UHI)

## Meeting minutes

### 1. Welcome, Apologies, and Announcements

Mr Howell (Chair of Finance and General Purposes Committee) welcomed everyone to the meeting.

Apologies were recorded from Professor Lewis (Principal), and Ms Sutherland (Non-Teaching Director).

**Noted:** Due to the absence of Independents Director, the meeting was inquorate

### 2. Declarations of Interest

Mr Howell (Chair of Finance and General Purposes Committee) asked if anyone had any declarations of interest to be made in relation to items on the agenda. No declarations of interest were made.

### 3. Minutes of Previous Meeting

Mr Howell (Chair of Finance and General Purposes Committee) asked members present to review the confidential minutes of the previous meeting for matters of accuracy. The Chair of Finance and General Purposes Committee asked members present to review the non-confidential minutes of the previous meeting for matters of accuracy.

**Decision:** The Committee members present, recommended to the next meeting of Finance and General Purposes Committee to approve the non-confidential minutes as a true and accurate record of the previous meeting.

**Decision:** The Committee members present, recommended to the next meeting of Finance and General Purposes Committee to approve the confidential minutes as a true and accurate record of the previous meeting.

**Action:** The Board Secretary shall add this recommendation to the next meeting of Finance and General Purposes Committee, along with the confidential minutes and the non-confidential minutes of Finance and General Purposes Committee.

### 4. Matters Arising

#### 4.1. Fees Policy Paper - Price List

Mr Howell (Chair of Finance and General Purposes Committee) confirmed that after talks with members of Senior Management, this item has been delayed to the next meeting. Mrs Burden (Depute Principal Tertiary) updated further, and offered to bring the paper to an extra-ordinary meeting of Finance and General Purposes Committee for review, if they so wished.

### 5. \*Terms of Reference

Mx Sierocinski King (Board Secretary) reported to the committee that this was a copy of the version of the Terms of Reference for approval at the next Board of Management meeting, with changes in membership composition recommended.

### 6. Whalsay Learning Centre

Mr Anderson introduced this item, updated on the work done, and how it was incorporated into the report. He detailed the options before the committee, namely:

1. Employ a lecturer for 17.5 hours per week
2. Employ a lecturer for 7-10 hours per week
3. Employ a facilitator for 7-10 hours per week.

The committee discussed the options, with a focus on option 2. The committee discussed the budget information in the report, with a detailed review of the figures presented. Other

comments focused on the level of engagement with local residents, congratulating AA on this work.

The committee discussed how this could be looked as an example for the development of other learning centres. Mrs Burden (Depute Principal Tertiary) updated from the perspective of the SMT on this matter, and brought to the committee's attention the Young Persons Guarantee Funding that had been received by Shetland UHI.

Mr Howell (Chair of Finance and General Purposes Committee) commented on a wider strategic look at learning centres across Shetland, incorporating faith partnership planning, including looking at the possibility of opening new learning centres, and reviewing whether others are considered for closure.

Mr Anderson left this meeting at the end of this agenda item. Ms McInnes (Finance Director) joined the meeting during this agenda item.

**Decision:** The committee decided that Shetland UHI should pursue Option 2, subject to ratification by the Board of Management.

**Action:** The Board Secretary shall add the Whalsay Learning Centre agenda item with the recommendation of Finance and General Purposes Committee, to the agenda of the next Board of Management meeting.

**Action:** Mr Anderson can begin preparations for recruitment, but await launching the role for recruitment until the Board of Management had ratified the decision of Finance and General Purposes Committee.

## **7. Financial Monitoring**

### **7.4. Pay Bargaining Update**

Mrs Burden (Depute Principal Tertiary) updated the committee on the pay bargaining update and confirmed that nothing had changed on this matter since the update that was given to Human Resources and Remuneration Committee.

## **8. Estates and Assets**

### **8.1. Port Arthur House**

Mrs Burden (Depute Principal Tertiary) noted that Port Arthur House was opened at the start of January, and that 4 residents had enrolled for the long term. She confirmed that further enquires have been received for the final quarter of this academic year, and that plenty of external interest for the summer period had been received. She also reminded the committee as to the term-time rate for rent and the out of term rate for rent, along with the whole floor rent rate for out of term time.

## **9. Risk Register**

The committee discussed the matter.

## 10. Any Other Business

Ms McInnes (Finance Director) raised the matter of additional finance staff resource for the next academic year, and hoped to resolve this in the next few weeks. This resource would be in addition, and to compliment the work, of Ms Johnson (Finance Manager) and the Finance Manager.

Mrs Burden (Depute Principal Tertiary) gave news to the committee that Shetland UHI had received 85 senior phase applications this academic year compared to 13 enrolments last academic year.

Mx Sierocinski King (Board Secretary) informed the committee that HISA was under taking voting this week for its elections, and provided the committee with the following link to their election stats, including a breakdown by academic partner: [https://www.hisa.uhi.ac.uk/election\\_stats/spring-elections-2023-82d4/stats](https://www.hisa.uhi.ac.uk/election_stats/spring-elections-2023-82d4/stats)

Mr Howell (Chair of Human Resources and Remuneration Committee) gave thanks to the UHI Moray staff for their work with the UHI Shetland registry team, and to the news of the additional senior phase applications received.

## 11. Date of Next Meetings

The dates of the next meetings are as follows:

- Joint Audit Committee with Finance and General Purposes Committee is to be held on 19th April 2023 in person in Lerwick and via Teams
- Finance and General Purposes Committee will meet next on 21st June 2023 on Teams

Agenda Item	Action	Responsible	Progress
3	Add this recommendation to the next meeting of Finance and General Purposes Committee, along with the confidential minutes and the non-confidential minutes of Finance and General Purposes Committee.	Board Secretary	
6	Add the Whalsay Learning Centre agenda item with the recommendation of Finance and General Purposes Committee, to the agenda of the next Board of Management meeting.	Board Secretary	
6	Begin preparations for recruitment, but await launching the role for recruitment until the Board of Management had ratified the decision of Finance and General Purposes Committee.	Mr Anderson	