Board of Management Meeting 4/4

Wed 28 June 2023, 16:30 - 18:30

A3 Lerwick and Teams

Categories of Agenda items and Expected Reponses from Members

'For Decision'   Input from, and conclusions reach by, Directors, is expected for these items.

'For Discussion' Input from Directors is expected for these items, to give feedback to the item lead.

'For Review'   Clarity on accuracy is expected, from Directors, for these items.

'For Information' These items are spoken to, and may require the input of Directors.

~   'Recommendations for Approval'   The recommendations set out in the papers, will be read out by the Chair, or the item lead. The Chair, or item lead, will say 'and we approve these recommendations', unless a Director asks for them to be discussed further.

*   For Noting   Unless raised by a Director, these items are taken as read, without discussion.

Agenda

Opening Items

16:30 - 16:35
5 min

1. Welcome, Apologies, and Announcements

For Information   *David Sandison*

1.1. Appointment of Board Members

For Decision   *David Sandison*

📄 BOM-2022-45 Fisheries Industry Nominee.pdf (2 pages)

16:35 - 16:37
2 min

2. Declarations of Interest

For Decision   *David Sandison*

Verbal

16:37 - 16:41
4 min

3. Minutes of previous meetings

For Decision   *David Sandison*

3.1. Annual General Meeting - (Confidential)

For Review   *Matt Sierocinski King*

📄 Non-Confidential Minutes of the Annual General Meeting (April 2023).pdf (2 pages)
📄 Confidential Minutes of the Annual General Meeting (April 2023).pdf (4 pages)

3.2. Previous Board of Management Meeting

For Review and Approval   *Matt Sierocinski King*

📄 Non-Confidential Minutes of the previous meeting of the Board of Management (Q3 March 2023).pdf (15 pages)
📄 Confidential Minutes of the previous meeting of the Board of Management (Q3 March 2023).pdf (4 pages)

16:41 - 16:42 1 min	## 4. Matters Arising
	For Information *David Sandison*
	Verbal

Standing Items

16:42 - 16:52 10 min	## 5. Principal's Report
	For Discussion *Jane Lewis*
	📄 BOM-2022-46 Principal's report - June 2023.pdf (12 pages)

Finance Section

16:52 - 16:57 5 min	## 6. Appointment of External Auditors
	For Decision *Shelly McInnes*
	Verbal

16:57 - 17:02 5 min	## 7. Quarterly Management Accounts and Outturn for the Year - (Confidential)
	For Discussion *Shelly McInnes*
	📄 BOM-2022-47.0C Quarterly Accounts and Outturn for the year Board of Management Cover.pdf (2 pages)
	📄 BOM-2022-47.1C BOM-FGP-2022-22.0C Q3 Finance Report Finance and General Purposes Committee Cover Paper June 2023.pdf (4 pages)
	📄 BOM-2022-47.2C BOM-FGP-2022-22.1C Finance report to Apr23.pdf (1 pages)

17:02 - 17:07 5 min	## 8. Three Year Financial Forecast Review - (Confidential)
	For Discussion *Shelly McInnes*
	📄 BOM-2022-48.0C Three Year Financial Forecast Review Board of Management Cover.pdf (2 pages)
	📄 BOM-2022-48.1C BOM-FGP-2022-23.0C Finance and General Purposes Committee Cover Paper June 2023 - Three year financial forecast and recovery plan.pdf (4 pages)

17:07 - 17:12 5 min	## 9. 2023-2024 Budget - (Confidential)
	For Decision *Shelly McInnes*

17:12 - 17:17 5 min	## 10. Cash Advances - (Confidential)
	For Information *Shelly McInnes*
	Verbal

17:17 - 17:27 10 min	## 11. New Business Plan - (Confidential)

For Discussion and Approval   *Jane Lewis*

📄 BOM-2022-67C BoM Confidential Business Plan Draft June 2023.pdf (13 pages)

Development of Shetland UHI

17:27 - 17:32
5 min

12. Revised Strategy for Shetland UHI

For Review and Decision   *Jane Lewis*

📄 BOM-2022-49 BoM UHI Shetland Strategic plan 2030 (002).pdf (14 pages)
📄 BOM-2022-49.1 UC230621-05b FInal draft_UHI_Strategic_Plan_English_140623 (1).pdf (23 pages)

17:32 - 17:34
2 min

13. Shetland UHI GHG Emissions Reductions Plan

For Discussion and Approval   *Jane Lewis*

📄 BOM-2022-50.0 GHG Emissions Reduction Plan Board Cover Paper June 2023.pdf (2 pages)
📄 BOM-2022-50.1 SUHI Emissions Reduction Plan June 2023 v.2.pdf (9 pages)

17:34 - 17:35
1 min

14. *Risk Register

For Noting   *Jane Lewis*

📄 BOM-2022-51.1 Risk Register Synopsis June 2023 (002).pdf (23 pages)

Progress to Assignation of Shetland UHI

17:35 - 17:40
5 min

15. Summary from Review by UHI Head of Internal Audit

For Information   *Matt Sierocinski King*

Verbal

17:40 - 17:45
5 min

16. Board Extensions Policy

For Decision   *Matt Sierocinski King*

📄 BOM-2022-52.0 Board Extensions Policy and Procedure Cover.pdf (3 pages)
📄 BOM-2022-52.1 Board Extensions Policy and Procedure.pdf (7 pages)

17:45 - 17:50
5 min

17. ~Risk Management Policy

Recommendation For Approval   *Lauren Doughton*

📄 BOM-2022-53.0 Risk Management Policy Board of Management Cover Paper.pdf (3 pages)
📄 BOM-2022-53.1 BOM-AC-2022-15.1 Draft Risk Management Policy.pdf (8 pages)

17.1. Risk Appetite

For Information   *Jane Lewis*

Verbal

17:50 - 17:52
2 min

18. ~Appointment of Board Secretary

Recommendation For Approval   *David Sandison*

📄 BOM-2022-54 Appointment of Board Secretary.pdf (2 pages)

17:52 - 17:54
2 min

19. ~Corporate Social Responsibility Policy

Recommendation For Approval   *Jane Lewis*

To follow.

17:54 - 17:56
2 min

20. ~Terms of Reference for Committees

Recommendation For Approval   *Matt Sierocinski King*

📄 BOM-2022-55.0 Terms of Reference for Committees Cover Paper.pdf (2 pages)
📄 BOM-2022-55.1 Terms of Reference for Audit Committee (For Approval June 2023).pdf (3 pages)
📄 BOM-2022-55.2 Terms of Reference for Finance and General Purposes Committee (For Approval in June 2023).pdf (2 pages)
📄 BOM-2022-55.3 Terms of Reference for Human Resources and Remuneration Committee (For Approval in June 2023).pdf (3 pages)
📄 BOM-2022-55.4 Terms of Reference for Learning, Teaching, and Research Committee (For Approval in June 2023).pdf (2 pages)
📄 BOM-2022-55.5 Terms of Reference for Search and Nomination Committee (For Approval in June 2023).pdf (2 pages)

17:56 - 17:57
1 min

21. *Regional Outcome Agreement

For Noting   *Jane Lewis*

📄 BOM-2022-56.0 Regional Outcome Agreement Board of Management Cover Paper.pdf (2 pages)
📄 BOM-2022-56.1 BOM-LTR-2022-25.0 Learning, Teaching, and Research Committee ROA 2023.pdf (2 pages)
📄 BOM-2022-56.2 BOM-LTR-2022-25.1 2022-23 Final Highlands and Islands regional outcome agreement.pdf (29 pages)

---

*Reports from HISA

17:57 - 17:58
1 min

22. *2023 Spring Elections Report

For Noting

📄 BOM-2022-57 2023 - UHI Shetland Elections Board Report (002).pdf (13 pages)

17:58 - 17:59
1 min

23. *2022-2023 HISA Annual Report

For Noting

📄 BOM-2022-58.0 HISA Shetland Annual Report Board of Management Cover Paper.pdf (3 pages)
📄 BOM-2022-58.1 BOM-LTR-2022-29.0 HISA Shetland Annual Report 2022-2023.pdf (2 pages)
📄 BOM-2022-58.2 BOM-LTR-2022-29.1 HISA Shetland BOM Report 2022_23.pdf (6 pages)

Committees Reporting to the Board of Management

Finance and General Purposes Committee

17:59 - 18:00
1 min

24. *Draft Minutes of the previous Meeting - (Confidential)

Information   *Graeme Howell*

📄 BOM-2022-59C Draft Minutes from Finance and General Purposes Committee (Q4).pdf (2 pages)

Audit Committee

18:00 - 18:01
1 min

25. *Minutes of the April Meeting

For Noting   *Lauren Doughton*

📄 BOM-2022-60 Audit Committee Minutes (April 2023).pdf (2 pages)

18:01 - 18:02
1 min

26. *Draft Minutes of the May Meeting - (Confidential)

For Noting   *Lauren Doughton*

📄 BOM-2022-61 Draft Audit Committee Minutes.pdf (3 pages)

26.1. ~Vice-Chair Appointment

Recommendation for Approval   *Lauren Doughton*

Verbal

Human Resources and Remuneration Committee

18:02 - 18:03
1 min

27. *Draft Minutes of the previous Meeting - (Confidential)

For Noting   *Graeme Howell*

📄 BOM-2022-62C Draft Minutes from the Previous Meeting of Human Resources and Remuneration Committee.pdf (2 pages)

18:03 - 18:05
2 min

28. ~Shared Parental Leave and Pay Policy

Recommendation For Approval   *Graeme Howell*

📄 BOM-2022-63.0 Shared Parental Leave and Pay Policy Board of Management Cover Paper.pdf (2 pages)
📄 BOM-2022-63.1 BOM-HRR-2022-25 HRR Shared Parental Leave Policy.pdf (10 pages)

Learning, Teaching, and Research Committee

18:05 - 18:06
1 min

29. *Draft Minutes from the previous Meeting

For Noting   *Karen Hall*

📄 BOM-2022-64 Draft Minutes of the Previous Meeting of Learning, Teaching, and Research Committee.pdf (3 pages)

18:06 - 18:07
1 min

30. *PIs for Shetland UHI

For Noting   *Laura Burden*

📄 BOM-2022-65.0 PIs Board of Management Cover Paper.pdf (2 pages)
📄 BOM-2022-65.1 BOM-LTR-2022-27.1 Shetland College 202122 PI proforma 18.04.23.pdf (4 pages)

Workshop

18:07 - 18:08
1 min

31. *Board Workshop - 10th June - (Confidential)

For Noting   *David Sandison*

📄 BOM-2022-66.1C Confidential notes Board Workshop 10 06 22.pdf (2 pages)

Closing Items

18:08 - 18:10
2 min

32. Any Other Business

Information   *David Sandison*

18:10 - 18:11
1 min

33. Date of Next Meeting

Information   *David Sandison*

4th October 2023