

Finance and General Purposes Committee Q4 2022-2023

Thu 22 June 2023, 17:00 - 19:00

Teams

Attendees

Chair

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

Board Members

- David Sandison (Chair of the Board of Management, Chair of Search and Nominations Committee)
- Maria Bell (Independent Director)
- Angela Sutherland (Non-Teaching Staff Director, Absent for 1-5)

Ex-Officio

- Jane Lewis (Principal - Shetland UHI, Absent for 1-3.2)

Management Team Member

- Shelly McInnes (Director of Finance)

Staff In Attendance

- Isobel Johnson (Finance Manager)
- Matt Sierocinski King (Board Secretary)
- Malcolm McInnes (Director of the Centre of Creativity, Absent from 7)

Meeting minutes

Opening Items

1. Welcome, Apologies, and Announcements

Mr Howell (Chair of Finance and General Purposes Committee) welcomed everyone to the meeting. The Chair of Finance and General Purposes Committee requested that the Committee noted the departure of Ms Lucock (former Student Director) from the Board of Management, with horror.

2. Declarations of Interest

Mr Howell (Chair of Finance and General Purposes Committee) asked if any Director had any declarations of interest to make related to items on the agenda. None were made.

3. Minutes of Previous Meeting

3.1. Quarter 2 Meeting

Mr Howell (Chair of Finance and General Purposes Committee) asked the Committee to approve the minutes of the Quarter two meeting of Finance and General Purposes Committee, and explained that they were reviewed at the previous meeting for matters of accuracy, but as the meeting was not quorate, the minutes could not be approved. This applied to both the Confidential Minutes of the Committee's Quarter 2 meeting, and the Non-Confidential Minutes of the Committee's Quarter 2 meeting.

Decision: The Committee approved the Confidential Minutes as a true and accurate record of the Committee's quarter 2 meeting.

Decision: The Committee approved the Non-Confidential Minutes as a true and accurate record of the Committee's quarter 2 meeting.

3.2. Joint Audit Committee with Finance and General Purposes Committee

Mr Howell (Chair of Finance and General Purposes Committee) asked the Committee to review the Confidential minutes of the Joint Audit Committee Meeting with Finance and General Purposes Committee, for matters of accuracy.

Mr Howell (Chair of Finance and General Purposes Committee) asked the Committee to review the Non-Confidential minutes of the Joint Audit Committee Meeting with Finance and General Purposes Committee, for matters of accuracy.

Decision: The Committee approved the Confidential Minutes as a true and accurate record of the Joint Audit Committee meeting with Finance and General Purposes Committee.

Decision: The Committee approved the Non-Confidential Minutes as a true and accurate record of the Joint Audit Committee meeting with Finance and General Purposes Committee.

3.3. Quarter 3 Meeting

Professor Lewis (Principal) joined the meeting during this agenda item.

Mr Howell (Chair of Finance and General Purposes Committee) asked the Committee to review the Non-Confidential minutes of the previous meeting of Finance and General Purposes Committee, for matters of accuracy.

Decision: The Committee approved the Non-Confidential Minutes as a true and accurate record of the previous meeting of Finance and General Purposes Committee.

4. Matters Arising

There were no matters arising.

4.1. Price List for 2023-2024 - (Restricted)

Professor Lewis (Principal) introduced this agenda item and explained the pricing structure.

Noted: The Committee noted the paper.

5. Terms of Reference

Mr Howell (Chair of Finance and General Purposes Committee) explained the suggested changes to the Committee's Terms of Reference.

Decision: The Committee endorsed the recommended changes to the Terms of Reference.

Action: Mx Sierocinski King (Board Secretary) shall add the Terms of Reference to the agenda of the next Board of Management meeting, for approval.

Items for Decisions

7. Appointment of External Auditors

Ms McInnes (Finance Director) detailed the financial implications of, and proposed the reappointment of External Auditors Wylie and Bisset, to the Committee

Decision: The Committee approved the reappointment of Wylie and Bisset as the External Auditors of Shetland UHI.

Estates and Assets

There were no agenda items under this heading at this meeting.

Risk Management

12. Risk Register

12.1. Risk 7 - Financial Failure/Operating Loss

This item was covered in the discussion of item 10.

Decision: The Committee agreed to escalate this risk to the next meeting of the Board of Management.

Action: Mx Sierocinski King (Board Secretary) shall ensure that Risk 7 - Financial Failure/Operating Loss is included within the discussion of the next meeting of the Board of Management's Finance Section agenda items.

12.2. *Risk 8 - College Estate Not fit For Purpose

Action: Professor Lewis (Principal) shall send this risk via circulation to the Committee.

13. Islands Deal

Professor Lewis (Principal) updated the Committee on the campus redevelopment project, noting that Shetland UHI had fallen behind on the timeline for the project. She highlighted the delay of the production of papers from the architect, and explained that such paperwork was prevalent in the development of a full business case, which will now be done in house. She suggested that Shetland UHI will utilise the example of the Full Business Case for Campus Redevelopment that UHI Outer Hebrides developed.

The Principal spoke in detail on the appointment of the architect process, and highlighted that the £50,000 budget to pay for the appointment, originated from a 50:50 split between UHI and the Islands Deal fund. She also spoke about the challenges experienced.

Closing Items

14. Any Other Business

Mr Howell (Chair of Finance and General Purposes Committee) reiterated his previously raised point about developing a pro-forma for business plan proposals.

15. Date of Next Meeting

The date of the next scheduled meeting is 20th September 2023

The Committee is to meet prior to the scheduled meeting, as soon as practically possible after the TFU proposal has been redeveloped.

Action: Mr Innes (Director of the Centre for Islands Creativity) shall inform Mx Sierocinski King (Board Secretary), when the TFU Business Case has been redeveloped.

Action: The Board Secretary shall liaise with Mr Howell (Chair of Finance and General Purposes Committee), to arrange an extraordinary meeting of Finance and General Purposes Committee, to review the TFU Business Case.

Agenda Item	Action	Responsible	Progress
5	Add the Terms of Reference to the agenda of the next Board of Management meeting, for approval.	Mx Sierocinski King (Board Secretary)	Complete
12.1	Ensure that Risk 7 - Financial Failure/Operating Loss, is included within the discussion of the next meeting of the Board of Management's Finance Section agenda items.	Mx Sierocinski King (Board Secretary)	Complete
12.2	Send this risk via circulation to the Committee.	Professor Lewis (Principal)	Complete
15	Inform Mx Sierocinski King (Board Secretary), when the TFU Business Case has been redeveloped.	Mr Innes (Director of the Centre for Islands Creativity)	On agenda
15	Liaise with Mr Howell (Chair of Finance and General Purposes Committee), to arrange an extraordinary meeting of Finance and General Purposes Committee, to review the TFU Business Case.	Board Secretary	On agenda