

# Finance and General Purposes Committee Meeting, Quarter 1, 2023-2024

Wed 20 September 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, Absent from 12, 13, 14, 15, 15.1, 16, 17)
- David Sandison (Chair of the Board of Management, Chair of Search and Nominations Committee)

### Board Members

- Angela Sutherland (Non-Teaching Staff Director)
- Maria Bell (Independent Director)

### Ex-Officio

- Jane Lewis (Principal - Shetland UHI)

### Management Team Member

- Shelly McInnes (Director of Finance, Absent from 1, 9)

### Staff In Attendance

- Isobel Johnson (Finance Manager)
- Laura Burden (Depute Principal Tertiary)
- Matt Sierocinski King (Board Secretary)
- Brendan Hall (Business Development and Projects Officer, Absent from 12, 13, 14, 15, 15.1, 16, 17)

### Also In Attendance

- Andrew Anderson (Head of Section, Present at 1, 9)
- Malcolm Innes (Director of the Centre of Islands Creativity, Present at 1, 6, 9)

## Meeting minutes

### Opening Items

#### 1. Welcome, Apologies, and Announcements

Mr Howell (Chair of Finance and General Purposes Committee) welcomed everyone to the meeting. There were no apologies to note.

## **2. Declarations of Interest**

This agenda item was taken after agenda item 6.

Mr Howell (Chair of Finance and General Purposes Committee) asked if anyone present had any declarations of interest to declare with regards to the items on the meeting's agenda. There were no such declarations made.

## **3. Minutes of Previous Meeting**

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

**Decision:** The Committee approved the Non-Confidential minutes as a true and accurate record of the previous meeting.

## **4. Matters Arising**

There were no matters arising.

## **5. Terms of Reference**

**Noted:** The Terms of Reference were noted.

## **Risk Management**

### **15. Risk Register**

## 15.1. Risk 7 - Financial Failure/Operating Loss

This risk is to be looked at by the Committee, and the Committee noted that the meeting had covered aspects that this effected this risk, at this meeting.

**Action:** The Senior Management Team shall review and update the risk, ahead of the next meeting for the Committee to review.

## Closing Items

### 16. Any Other Business

Mx Sierocinski King (Board Secretary) spoke to the Committee about the board extensions, process, and if any such member of the Committee wished to speak to the Board Secretary on a one to one basis about their own extension options, or about the extensions process as a whole, they were welcome to do so.

The Committee gave thanks to Shelly McInnes (Finance Director) with regards to her support and assistance since she took up the role of Finance Director for Shetland UHI. The Committee was saddened about her departure. Professor Lewis (Principal) explained that Finance Director role had been advertised.

### 17. Date of Next Meeting

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

The date of the Joint Audit Committee Meeting with Finance and General Purposes Committee 29th November 2023.

Agenda Item	Action	Responsible	Progress
15	Review and update the risk, ahead of the next meeting for the Committee to review.	Senior Management Team	On Agenda

