

Board of Management Meeting, Quarter 3, 2023-2024

Wed 27 March 2024, 16:30 - 18:30

Teams, and D24 Lerwick

Categories of Agenda items and Expected Responses from Members

'For Decision' Input from, and conclusions reached 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 **1. Welcome, Apologies, and Announcements**

5 min

For Information *David Sandison*


1.1. *Decisions approved by Correspondence

For Noting *David Sandison*

 BOM-2023-38 Decisions made via correspondence.pdf (2 pages)

1.2. ~Appointment of Board Roles

Recommendations for Approval *Matt Sierocinski King*

 BOM-2023-39 Appointment of roles of the Board of Management.pdf (2 pages)


1.3. ~Committee Assignations

Recommendations for Approval *David Sandison*


 BOM-2023-40 Committee Assignations.pdf (2 pages)

1.4. ~Terms of Reference for Committees


Recommendations for Approval *Matt Sierocinski King*

 BOM-2023-41.0 Terms of Reference for Committees Cover Paper.pdf (1 pages)

 BOM-2023-41.1 Terms of Reference for Audit Committee (For Approval March 2024).pdf (3 pages)

 BOM-2023-41.2 Terms of Reference for Finance and General Purposes Committee (For Approval in March 2024).pdf (2 pages)

 BOM-2023-41.3 Terms of Reference for Human Resources and Remuneration Committee (For Approval in March 2024).pdf (3 pages)

 BOM-2023-41.4 Terms of Reference for Learning, Teaching, and Research Committee (For Approval in March 2024).pdf (2 pages)

 BOM-2023-41.5 Terms of Reference for Search and Nomination Committee (For Approval in March 2024).pdf (2 pages)

16:35 - 16:36 **2. *Standing Orders of the Board of Management**

1 min

For Noting

David Sandison

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 BOM-2023-29.00 Board Standing Orders.pdf (1 pages)

 BOM-2023-29.1 Adapted MODEL STANDING ORDERS Nov 2023 Update.asd.pdf (5 pages)

16:36 - 16:38 **3. Declarations of Interest**

2 min

For Decision

David Sandison

Verbal

16:38 - 16:42 **4. Minutes of the previous meetings**

4 min

For Decision


David Sandison

4.1. Second Annual General Meeting of Shetland UHI

For Review

David Sandison


 Confidential Minutes of the Second Annual General Meeting of Shetland UHI (December 2023) - Amended.pdf (6 pages)


 Non-Confidential Minutes of the Second Annual General Meeting of Shetland UHI (December 2023).pdf (7 pages)

4.2. Quarter Two Meeting of the Board of Management

For Decision

David Sandison

 Confidential Minutes of the previous Meeting of the Board of Management (2023 Q2).pdf (7 pages)

 Non-Confidential Minutes of the previous Meeting of the Board of Management (2023 Q2).pdf (13 pages)

16:42 - 16:43 **5. Matters Arising**

1 min

For Information

David Sandison

 Matters Arising.pdf (1 pages)

5.1. Industrial Action - (Confidential)

For Information

Jane Lewis

Verbal

Standing Items


16:43 - 16:48 **6. GHG Emissions Report**

5 min

For Review and Approval

Rosa Brown

 BOM-2023-43.00 GHG Emissions Annual Report Board Cover Paper March 2024.pdf (2 pages)

 BOM-2023-43.01 GHG Annual Report 2023 (final).pdf (6 pages)

16:48 - 16:58 **7. Principal's Report**

10 min

For Discussion

Jane Lewis

 BOM-2023-44 Principal's report - March 2024.pdf (14 pages)

Finance Section

16:58 - 17:03 **8. Quarter 2 Management Accounts - (Confidential)**

5 min

For Discussion *Isobel Johnson*

 BOM_FGP_2023_20C Q2 Accounts 23_24.pdf (4 pages)

 BOM-2023-45C Q2 Management Accounts.pdf (2 pages)

17:03 - 17:08 **9. Cash Flow - (Confidential)**

5 min

For Information *Isobel Johnson*

 BOM-2023-46C Cash Flow update Board Cover Paper.pdf (2 pages)

 BOM_FGP_2023_21C Cash Flow update.pdf (3 pages)

Development of Shetland UHI

17:08 - 17:18 **10. Update on Academic Restructure - (Confidential)**

10 min


For Endorsement and Discussion *Jane Lewis*

 BOM-2023-47C BoM Confidential update on Restructuring.pdf (26 pages)

17:18 - 17:19 **11. *Risk Register Summary**

1 min

For Noting *Jane Lewis*

 BOM-2023-48 Risk Register Synopsis March 2024.pdf (15 pages)

17:19 - 17:29 **12. SPIs - (Confidential)**

10 min

For Discussion *Jane Lewis*

 BOM-2023-49C UHI Shetland SPIs March 2024.pdf (7 pages)

17:29 - 17:34 **13. Update on the status of the Textiles Facilitation Unit - (Confidential)**

5 min

Discussion *Jane Lewis*


Progress to Assignment of Shetland UHI

17:34 - 17:39 **14. 2022-2023 Annual Internal Audit Report**

5 min

For Decision *Lauren Doughton*

 BOM-2023-50 UHI Shetland 2022-2023 Annual Internal Audit Report.pdf (2 pages)

 BOM-AC-2023-25.01 UHI Shetland- Internal Audit Annual Report 2022-23.pdf (12 pages)

17:39 - 17:44 **15. 2022-2023 Annual Report of Audit Committee**

5 min

For Decision *Lauren Doughton*

Development of the Board of Management

17:44 - 17:49 **16. Vacancies Upon the Board of Management**

5 min

For Discussion

Matt Sierocinski King


Verbal


17:49 - 17:54 **17. Dates of Meetings for 2023-2024**

5 min

For Decision

Matt Sierocinski King

 BOM-2023-52.00 2024-2025 Proposed Meeting Dates of the Board of Management.pdf (2 pages)

 BOM-2023-52.1 Proposed Meeting Dates for 2024-2025 for Board its Committees.pdf (7 pages)

Committees Reporting to the Board of Management

Search and Nominations Committee

17:54 - 17:55 **18. *Draft Minutes from the previous meeting - (Confidential)**

1 min

For Noting

David Sandison

 BOM-2023-53C Draft Search and Nominations Committee Minutes and Actions.pdf (5 pages)

Learning, Teaching, and Research Committee

17:55 - 17:56 **19. *Draft Minutes from the previous Meeting**

1 min

For Noting

Karen Hall

 BOM-2023-54 Draft Learning, Teaching, and Research Committee Minutes and Actions.pdf (2 pages)


Human Resources and Remuneration Committee

17:56 - 17:57 **20. *Draft Minutes of the previous Meeting - (Confidential)**

1 min

For Noting

David Sandison

 BOM-2023-55C Draft Human Resources and Remuneration Committee Minutes and Actions.pdf (4 pages)

Finance and General Purposes Committee

17:57 - 17:58 **21. *Draft Minutes of the previous Meeting - (Confidential)**

1 min

For Noting

Graeme Howell

 BOM-2023-56C Draft Finance and General Purposes Committee Minutes and Actions.pdf (3 pages)

Audit Committee

17:58 - 17:59 **22. *Draft Minutes of the previous Meeting - (Confidential)**

1 min

For Noting *Lauren Doughton*

 BOM-2023-57C Draft Audit Committee Minutes and Actions.pdf (4 pages)

Workshop

17:59 - 18:00 **23. *Workshop Notes - (Confidential)**

1 min

For Noting *Jane Lewis*

 BOM-2023-58.01C Confidential Notes Board Workshop 17th February 2024.pdf (1 pages)

 BOM-2023-58.02C CONFIDENTIAL Board Workshop February 2024.pdf (37 pages)

Closing Items

18:00 - 18:02 **24. Any Other Business**

2 min

Information *David Sandison*

18:02 - 18:03 **25. Date of Next Meeting**

1 min

Information *David Sandison*

26th June 2024