

# Board of Management, Quarter 3, 2024-2025

Wed 02 April 2025, 16:30 - 19:00

Lerwick and Teams

## Categories of Agenda items and Expected Responses 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

Mason Robbins

#### 1.1. ~Appointments to the Board of Management

Decision

Matt Sierocinski King

None

##### 1.1.1. HISA election results

Information


Matt Sierocinski King

verbal

#### 1.2. \*Decisions approved by Correspondence

For Noting

Mason Robbins

 Item 1.2 - Decisions Approved by Correspondence.pdf (1 pages)

#### 1.3. ~Appointment of Board Roles

Recommendations for Approval

Matt Sierocinski King

None

##### 1.3.1. Update on Trade Union Directors

Information


Matt Sierocinski King

Verbal





#### 1.4. ~Committee Assignations

Recommendations for Approval

Mason Robbins



 Item 1.4 - Committee Assignment.pdf (2 pages)

#### 1.5. ~Terms of Reference for Committees

-  Item 1.5 - Terms of Reference for Human Resources and Remuneration Committee (For Approval in April 2025).pdf (3 pages)
-  Item 1.5 - Terms of Reference for Search and Nomination Committee (For Approval in April 2025).pdf (2 pages)
-  Item 1.5 - Terms of Reference for Finance and General Purposes Committee (For Approval in April 2025).pdf (2 pages)
-  Item 1.5 - Terms of Reference for Committees Cover Paper.pdf (1 pages)

16:35 - 16:36  
1 min

2. \*Standing Orders of the Board of Management

- For NotingMason Robbins
-  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  
2 min

3. Declarations of Interest

- For DecisionMason Robbins
- Verbal

16:38 - 16:42  
4 min

4. Minutes of the previous meeting

- For DecisionMason Robbins
-  Confidential Minutes of the Board of Management Meeting (2024 Q2).pdf (4 pages)
-  Non-Confidential Minutes of the Board of Management Meeting (2024 Q2).pdf (8 pages)

16:42 - 16:43  
1 min


5. Matters Arising

- For InformationMason Robbins

Standing Items

16:43 - 16:53  
10 min

6. Principal's Report

- For DiscussionJane Lewis
-  Item 6 - Principal's report - March 2025.pdf (8 pages)

16:53 - 16:53  
0 min

7. Campus Move - (Confidential)

- Jane Lewis
- Verbal

Finance Section

16:53 - 16:58  
5 min

8. FFR - Mid Year Review - (Confidential)


- InformationKatrina Short
- Spreadsheet sent to Directors' UHI Inboxes

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**16:58 - 17:03 9. Cash Flow**

5 min

*Decision Katrina Short*



-  Item 9C - FGPC paper February 25 cashflow update.pdf (2 pages)
-  Item 9C - 2025 03 cashflow forecast to Dec-25.pdf (2 pages)

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**17:03 - 17:08 10. Management Accounts**

5 min

*For Information Katrina Short*

-  Item 10C - FGPC Cover paper Mar 25.pdf (2 pages)
-  Item 10C - Mngts acs Jan 25.pdf (1 pages)

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## Development of Shetland UHI

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**17:08 - 17:09 11. \*Risk Register Summary**

1 min

*For Noting Jane Lewis*

-  Item 11 - Risk Register Summary March 2025.pdf (1 pages)

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**17:09 - 17:19 12. SPIs - (Confidential)**

10 min

*For Discussion Jane Lewis*



-  Item 12C - Board of Management SPIs 2425 020425.pdf (9 pages)

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**17:19 - 17:21 13. PSED - Public Sector Equalities Duty**

2 min

*For Information Jane Lewis*

-  Item 13 - Board of Management Q3 PSED Draft March 2025 Cover Sheet.pdf (2 pages)
-  Item 13 - Equalities Mainstreaming Report and Equality Outcomes DRAFT 2025 2029.pdf (16 pages)

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## Progress to Assignment of Shetland UHI

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**17:21 - 17:26 14. Code of Good Governance**


5 min

*Information Matt Sierocinski King*

-  Item 12 - Code of Good Governance (November 2024).pdf (1 pages)
-  Item 12 - Code of Good Governance Actions List.pdf (12 pages)

### 14.1. Board Extensions Policy

*For Decision Matt Sierocinski King*

-  Item 14.1 - Board Extensions Policy and Procedure Cover.pdf (3 pages)
-  Item 14.1 - 2025 Board Extensions Policy and Procedure.pdf (8 pages)

### 14.2. Board of Management Surgery

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## Development of the Board of Management

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17:26 - 17:31  
5 min

### 15. Vacancies Upon the Board of Management

For Discussion

Matt Sierocinski King

Verbal

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## Committees Reporting to the Board of Management

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### Finance and General Purposes Committee

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17:31 - 17:32  
1 min

### 16. \*Draft Minutes of the previous Meetings - (Confidential)


For Noting

#### 16.1. \*Minutes of the Month 5+6 Meeting - (Confidential)

For Noting

Brian Smith

 Confidential Minutes of Finance and General Purposes Committee (2024 M5+M6).pdf (2 pages)

 Non-Confidential Minutes of Finance and General Purposes Committee (2024 M5+M6).pdf (4 pages)

#### 16.2. \*Draft Minutes of the Month 7 Meeting - (Confidential)

For Noting

Brian Smith

 Non-Confidential Minutes of Finance and General Purposes Committee (2024 M7).pdf (4 pages)

 Confidential Minutes of Finance and General Purposes Committee (2024 M7).pdf (2 pages)

#### 16.3. \*Draft Minutes of the Month 8 Meeting - (Confidential)

For Noting

Brian Smith

To follow

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## Human Resources and Remuneration Committee

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17:32 - 17:33  
1 min

### 17. \*Draft Minutes of the previous Meeting - (Confidential)

For Noting

Amanda Hawick

 Confidential Minutes of Human Resources and Remuneration Committee (2024 Q3).pdf (3 pages)

 Non-Confidential Minutes of Human Resources and Remuneration Committee (2024 Q3).pdf (3 pages)

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## Learning, Teaching, and Research Committee

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17:33 - 17:34  
1 min

### 18. \*Draft Minutes from the previous Meeting

For Noting

Karen Hall

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## Search and Nominations Committee

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17:34 - 17:35 **19. \*Draft Minutes of the Previous Meeting**

1 min

*For Noting*                      *Mason Robbins*

📄 Minutes of Search and Nominations Committee (2024 Q3).pdf (7 pages)

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## Closing Items

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17:35 - 17:37 **20. Any Other Business**

2 min

*Information*                      *Mason Robbins*

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17:37 - 17:38 **21. Date of Next Meeting**

1 min

*Information*                      *Mason Robbins*

25th June 2025 at 16:30 in person and via Teams