

UHI Shetland Finance and General Purposes Committee, Month 1, 2025-2026

Wednesday 20 August 2025, 16:30 - 18:30

Teams

Attendees

Chair

- Brian Smith (Chair of Finance and General Purposes Committee)

Board members

- Stephen Leask (Chair of the Board of Management, Chair of Search and Nominations Committee)
- Selina-May Miller (Non-Teaching Staff Director)
- Absent: Daniel Lawson (Independent Director)

Management Team Member

- Katrina Short (Head of Finance)

Ex-Officio

- Jane Lewis (Principal - Shetland UHI, Absent from 1-5)

Staff In Attendance

- Matt Sierocinski King (Board Secretary)

Also In Attendance

- Harley Green (Student Director)
- John Finn (SFC Observer, Absent from 1-7)

Apologies

- Andrew Garrick (Vice Chair of Finance and General Purposes Committee)
- Mason Robbins (Vice Chair of the Board of Management, Vice Chair of Search and Nominations Committee)

Non-Confidential Meeting minutes

Opening Items

1. Welcome, Apologies, and Announcements

Mr Smith (Chair of Finance and General Purposes Committee) welcomed everyone to the meeting.

2. *Terms of Reference

Noted: The Committee noted the Terms of Reference of the Committee

3. Declarations of Interest

Mr Smith (Chair of Finance and General Purposes Committee) asked members of the Committee if they had any declarations of interest to make in line with items on the agenda. No such declarations were made.

4. Minutes of the Previous Meeting

4.1. M11 Meeting Minutes

Decision: The M11 Meeting Minutes agenda item was postponed until the next meeting of the Committee.

Action: Mx Sierocinski King (Board Secretary) shall add the M11 Meeting Minutes to the agenda of the next meeting of the Committee.

4.2. M12 Meeting Minutes

Decision: The M12 Meeting Minutes agenda item was postponed until the next meeting of the Committee.

Action: Mx Sierocinski King (Board Secretary) shall add the M12 Meeting Minutes to the agenda of the next meeting of the Committee.

5. Matters Arising

There were no matters arising.

Risk Management

10. Risk 12 - Cyber Security

Professor Lewis (Principal) introduced the risk, noting that it had not yet been reviewed by the Senior Management Team this academic year. She spoke to the possible causes and to the government cyber security video, and recommended it for viewing by the Committee. She moved on to speak of the impacts detailed and the risk, and the actions already in place to minimise the risk, followed by the previous actions to minimise the risk in September 2023 and in April 2024.

The Principal spoke to the specific actions to minimise the risk over the last academic year which were:

- Work with UHI to streamline and standardise Entra/Azure/Active Directory Policies
- Tightening of rules and processes, around using personal devices.
- Upgrading to SharePoint 2.0

The residual risk pre-action was scored at 12, with post action scored at 6.

The Principal invited comments from the Committee, but felt that it was probably never possible to reduce the risk level to green.

Mr Green (Student Director) spoke that he felt that the word 'student' should be added to the loss of confidence impact point. He also spoke the examples of risks of physical papers being used to steal data if not destroyed properly, along with refreshed training. The Principal responded and agreed to update the first two points noting that staff undertake annual training, and highlighted that student training was about to be released. Mr Leask (Chair of the Board of Management) queried about licensing costs and where they are held, to which the Principal spoke to the idea of unifying licences across the partnership to reduce costs. The Chair of the Board of Management and the Principal also spoke about the process to maintaining back ups of cloud files, and phishing, as part of this discussion.

Mx Sierocinski King (Board Secretary) spoke about the move away from the use of personal email addresses for communication with members of the Board of Management and other similar actions to minimise the risk further. Mr Smith (Chair of Finance and General Purposes Committee) and the Principal spoke to about the automatic updates that are undertaken on the IT system, with the Principal adding about the phasing out of use of some software packages. The Chair of Finance and General Purposes Committee queried as to the insurance coverage for a fine for a breach, to which the Principal responded accordingly.

Action: The Principal shall update Risk 12 in line with the suggestions made by the Student Director.

11. Risk 13 - Net Zero

Professor Lewis (Principal) introduced the paper, highlighting that it was a relatively new risk, and spoke to the description and causes of the risk, along with the owners of the risk, and actions to minimise the risk that were already in place. She moved on to detail the current action plan which focussed on:

- Ensuring UHI Shetland has clear plans and associated targets in place to reduce carbon emissions
- Ensuring UHI Shetland has clear plans in place to adapt to climate change
- Ensuring UHI has embedded sustainability within all activities and is making a clear contribution to local and national efforts to enhance sustainability

The pre-action risk level was set at 12 and residual post-action risk level was set at: 9

The Principal also spoke about investigative work to gain funding to reduce emissions. Mr Green (Student Director) spoke about signs by lights to remind people to turn off lights, and asked for an eco-committee to be set up. The Principal will action the signage request, and confirmed that the Vice Principal Operations is setting up an eco committee this academic year. Mr Leask (Chair of the Board of Management) asked about the carbon impact of the organisation, to which the Principal confirmed that the Board of Management will receive the PBCCD report in Quarter 2. Mr Smith (Chair of Finance and General Purposes Committee) queried how the training works, to which the Principal responded to, and confirmed it is open for members of the Board of Management members to do, and will be advertised when it is next available.

Action: The Principal will action the request to place reminder signs to turn lights off next to light switches.

Action: The Chair of Finance and General Purposes Committee shall undertake the Net Zero training when next available.

Closing Items

12. Any Other Business

Mx Sierocinski King (Board Secretary) asked members to do the UHI RSB Internal Effectiveness Review survey.

Professor Lewis (Principal) asked members to attend Graduation on Friday with entry from 09:00, with the arrivals from 10:30 for the morning session, and 13:30 for the afternoon ceremony, with balloon blowing at 16:00-18:00 tomorrow at Mareel.

Mr Green (Student Director) offered his time to meet with Independent Directors and needed to offer them the student perspective on matters raised at this committee and the Board of Management.

13. Date of Next Meetings

The dates of the next meetings are:

- Wednesday 24th September 2025 at 16:30 on Teams
- Wednesday 29th October 2025 at 16:30 on Teams
- Wednesday 26th November 2025 at 16:30 on Teams
- Joint Meeting of Audit Committee with Finance and General Purposes Committee:
Wednesday 3rd December 2025 at 16:30 on Teams
- Wednesday 17th December 2025 at 16:30 on Teams
- Wednesday 21st January 2026 at 16:30 on Teams
- Wednesday 25th February 2026 at 16:30 on Teams
- Wednesday 18th March 2026 at 16:30 on Teams
- Wednesday 29th April 2026 at 16:30 on Teams
- Wednesday 27th May 2026 at 16:30 on Teams
- Wednesday 17th June 2026 at 16:30 on Teams
- Wednesday 22nd July 2026 at 16:30 on Teams

Agenda Item	Action	Responsible	Progress
4.1	Add the M11 Meeting Minutes to the agenda of the next meeting of the Committee.	Mx Sierocinski King (Board Secretary)	Complete
4.2	Add the M12 Meeting Minutes to the agenda of the next meeting of the Committee.	Mx Sierocinski King (Board Secretary)	Complete
10	Update Risk 12 in line with the suggestions made by the Student Director.	Principal	Complete
11	Action the request to place reminder signs to turn lights off next to light switches.	Principal	

11	Undertake the Net Zero training when next available.	Chair of Finance and General Purposes Committee	
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