

# Board of Management Meeting, Quarter 4, 2023-2024

Wed 26 June 2024, 16:30 - 18:30

## 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

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### Opening Items

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#### 16:30 - 16:35 **1. Welcome, Apologies, and Announcements**

5 min

*For Information*                      *David Sandison*

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

*Decision*                      *Matt Sierocinski King*

 BOM-2023-62 Appointments to the Board of Management.pdf (2 pages)

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

*For Noting*                      *David Sandison*

none

##### **1.3. ~Appointment of Board Roles**

*Recommendations for Approval*                      *Matt Sierocinski King*

 BOM-2023-64 Appointment of Board Roles.pdf (2 pages)


##### **1.4. ~Committee Assignations**

*Recommendations for Approval*                      *David Sandison*


 BOM-2023-65 Committee Compositions - June 2024.pdf (4 pages)


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


*Recommendations for Approval*                      *Matt Sierocinski King*

 BOM-2023-66.0 Terms of Reference for Committees Cover Paper.pdf (1 pages)

 BOM-2023-66.1 Terms of Reference for Audit Committee (For Approval June 2024).pdf (3 pages)

 BOM-2023-66.3 Terms of Reference for Human Resources and Remuneration Committee (For Approval in June 2024).pdf (3 pages)

 BOM-2023-66.2 Terms of Reference for Finance and General Purposes Committee (For Approval in June 2024).pdf (2 pages)

 BOM-2023-66.4 Terms of Reference for Learning, Teaching, and Research Committee (For Approval in June 2024).pdf (2 pages)

 BOM-2023-66.5 Terms of Reference for Search and Nomination Committee (For Approval in June 2024).pdf (2 pages)

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**16:35 - 16:35** **2. Education Scotland**

0 min

 BOM-2023-67.01 CS Annual Report 2022-23.pdf (15 pages)

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**16:35 - 16:36** **3. \*Standing Orders of the Board of Management**

1 min

*For Noting* *David Sandison*

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

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**16:36 - 16:38** **4. Declarations of Interest**

2 min

*For Decision* *David Sandison*


Verbal

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**16:38 - 16:42** **5. Minutes of the previous meetings**

4 min

*For Decision* *David Sandison*

 Confidential Minutes of the previous Meeting of the Board of Management (2023 Extraordinary).pdf (5 pages)

 Non-Confidential Minutes of the previous Meeting of the Board of Management (2023 Extraordinary).pdf (5 pages)

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**16:42 - 16:43** **6. Matters Arising**

1 min

*For Information* *David Sandison*

**6.1. Industrial Action - (Confidential)**

*For Information* *Jane Lewis*

Verbal

**6.2. Restructure Update - (Confidential)**

*Information* *Jane Lewis*

verbal

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## Standing Items

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**16:43 - 16:53** **7. Principal's Report**

10 min

*For Discussion* *Jane Lewis*


 BOM-2023-69 Principal's report - June 2024.pdf (8 pages)


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**16:53 - 16:58** **8. HISA Annual Report**

5 min

*Discussion*

 BOM-2023-70.00 HISA End of Year Report Cover paper.pdf (1 pages)

 BOM-2023-70.01 HISA End of Year BOM Report 2023\_24.pdf (13 pages)

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## 16:58 - 17:03 9. HISA Election Report

5 min

*Discussion*

 BOM-2023-71.01 2024 - HISA elections report.pdf (6 pages)

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## Finance Section

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## 17:03 - 17:08 10. Quarter 3 Management Accounts - (Confidential)

5 min

*For Discussion*

*Katrina Short*

72

 BOM-FGP-2023-35.00C Month 9 accounts FGPC Cover paper Jun24.pdf (3 pages)

 BOM-FGP-2023-35.01C 2024 04 Mngt acs stmt.pdf (1 pages)

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## 17:08 - 17:13 11. Cash Flow - (Confidential)

5 min

*For Information*

*Katrina Short*

73

 BOM-FGP-2023-36.00C FGPC paper May 24 cashflow update.pdf (2 pages)

 BOM-FGP-2023-36.01C 2024 06 SUHI cashflow update.pdf (1 pages)


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## 17:13 - 17:18 12. 2024-2025 Budget

5 min

*Discussion*

*Katrina Short*

 BOM-2023-74.01C 2024\_25 Draft budget to Board 2024 06 26.pdf (1 pages)

 BOM-2023-74.00C Board Paper June 24 Budget Update.pdf (2 pages)

 BOM-2023-74.02C Recovery Plan 24\_25.pdf (1 pages)

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## Development of Shetland UHI

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## 17:18 - 17:19 13. \*Risk Register Summary

1 min

*For Noting*

*Jane Lewis*

 BOM-2023-75C BoM Confidential Risk register summary.pdf (4 pages)

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## 17:19 - 17:29 14. SPIs - (Confidential)

10 min

*For Discussion*

*Jane Lewis*

 BOM-2023-76C UHI Shetland SPIs June 2024.pdf (6 pages)

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## Progress to Assignment of Shetland UHI

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## 17:29 - 17:34 15. 2022-2023 Annual Report of Audit Committee

5 min

*For Decision*

*Lauren Doughton*

 BOM-2023-60.00C Cover Paper for Audit Committee Report.pdf (1 pages)

-  BOM-2023-60.01C UHI Shetland 2022-2023 Audit Committee Annual Report.pdf (37 pages)
-  BOM-2023-60.02C 2022-09-08-AC-Agenda.pdf (3 pages)
-  BOM-2023-60.03C Agenda-for-Joint-Audit-Committee-Meeting-with-Finance-and-General-Purposes-Committee-April-2023.pdf (2 pages)
-  BOM-2023-60.04C Agenda-for-Audit-Committee-Meeting-April-2023-(1).pdf (3 pages)
-  BOM-2023-60.05C Agenda-for-Audit-Committee-Meeting-May-2023.pdf (3 pages)
-  BOM-2023-60.06C Agenda.pdf (3 pages)

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## Development of the Board of Management

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**17:34 - 17:44** **16. Articles of Association**

10 min

*Decision* *Matt Sierocinski King*

-  BOM-SNC-2023-42 Articles Cover Paper.pdf (2 pages)

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

5 min

*For Discussion* *Matt Sierocinski King*



Verbal

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**17:49 - 17:54** **18. Dates of Meetings for 2023-2024 - Q2 Amendments**

5 min

*For Decision* *Matt Sierocinski King*

-  BOM-2023-78.00 2024-2025 Proposed Meeting Dates of the Board of Management (Updated).pdf (1 pages)
-  BOM-2023-78.01 Proposed Meeting Dates for 2024-2025 for Board its Committees.pdf (7 pages)

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## Committees Reporting to the Board of Management

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### Audit Committee

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**17:54 - 17:55** **19. \*Draft Minutes of the previous Meeting - (Confidential)**

1 min

*For Noting* *Claire Christey*

to follow via correspondence.

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### Finance and General Purposes Committee

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**17:55 - 17:56** **20. \*Draft Minutes of the previous Meetings - (Confidential)**

1 min

*For Noting* *Graeme Howell*

**20.1. \*Draft Minutes of the Month 9 Meeting - (Confidential)**

*For Noting* *Graeme Howell*

-  BOM-2023-80C Draft Finance and General Purposes Committee Minutes and Actions.pdf (2 pages)

**20.2. Draft Minutes of the Month 10 Meeting - (Confidential)**

For Noting          Graeme Howell

 BOM-2023-81C Draft Finance and General Purposes Committee Minutes and Actions (2023 M10).pdf (2 pages)

### **20.3. Draft Minutes of the Quarter 4 Meeting - (Confidential)**

For Noting          Graeme Howell

 BOM-2023-82C Draft Finance and General Purposes Committee Minutes and Actions (2023 Q4).pdf (3 pages)

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## **Human Resources and Remuneration Committee**

### **17:56 - 17:57 21. \*Draft Minutes of the previous Meetings - (Confidential)**

1 min

For Noting          David Sandison

#### **21.1. \*Draft Minutes of the Quarter 4 Meeting - (Confidential)**

For Noting          David Sandison

 BOM-2023-83C Draft Human Resources and Remuneration Committee Minutes and Actions (2023 Q4).pdf (3 pages)

#### **21.2. \*Draft Minutes of the Extraordinary Meeting - (Confidential)**

For Noting          David Sandison

84 to follow


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## **Learning, Teaching, and Research Committee**

### **17:57 - 17:58 22. \*Draft Minutes from the previous Meeting**

1 min

For Noting          Karen Hall

 BOM-2023-85C Draft Learning, Teaching, and Research Committee Minutes and Actions (2023 Q4).pdf (2 pages)

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## **Search and Nominations Committee**

### **17:58 - 17:59 23. \*Draft Minutes from the previous meeting - (Confidential)**

1 min

For Noting          David Sandison

#### **23.1. \*Draft Minutes of the Quarter 4 meeting - (Confidential)**

For Noting          David Sandison

 BOM-2023-86C Draft Search and Nominations Committee Minutes and Actions (2023 Summer).pdf (4 pages)

#### **23.2. \*Draft Minutes of the Extraordinary June Meeting - (Confidential)**

For Noting          David Sandison

 BOM-2023-87C Draft Search and Nominations Committee Minutes and Actions (2023 Summer Extra-ordinary).pdf (2 pages)

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## **Workshop**

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17:59 - 18:00 **24. \*Workshop Notes - (Confidential)**

1 min

*For Noting*                      *Jane Lewis*

 BOM-2023-88.01C Confidential Notes Board Workshop 8th June 2024.pdf (2 pages)

 BOM-2023-88.02C Confidential Board Workshop June 2024.pdf (30 pages)

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## Closing Items

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18:00 - 18:02 **25. Any Other Business**

2 min

*Information*                      *David Sandison*

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18:02 - 18:03 **26. Date of Next Meeting**

1 min

*Information*                      *David Sandison*

9th October 2024 at 16:30 in person and via Teams

15th January 2025 at 16:30 in person and via Teams

2nd April 2025 at 16:30 in person and via Teams

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