

# Finance and General Purposes Committee, Month 2, 2024-2025

*Wed 25 September 2024, 16:30 - 18:30*

## Attendees

### Chair

- Graeme Howell (Interim Vice Chair of the Board of Management, Interim Chair of Finance and General Purposes Committee, Senior Independent Member)

### Board Members

- David Sandison (Interim Chair of the Board of Management, Interim Chair of Search and Nominations Committee)
- Brian Smith (Independent Director)
- Daniel Lawson (Independent Director)
- Keith Massey (Local Student Director)

### Management Team Member

- Katrina Short (Head of Finance)

### Staff In Attendance

- Matt Sierocinski King (Board Secretary)
- Jane Lewis (Principal - Shetland UHI)
- Stephen Martin (Campus Redevelopment Project Manager)

### Apologies

- Maria Bell (Independent Director)

## Meeting minutes

### Opening Items

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

Mr Howell (Interim Chair of Finance and General Purposes) welcomed everyone to the meeting.

#### 2. \*Terms of Reference

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

#### 3. Declarations of Interest

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

## 4. Minutes of the Previous Meeting

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

**Decision:** Subject to Mx Sierocinski King (Board Secretary) correcting the spelling of the word "Knabb" to Knab, the Committee approved the Confidential minutes as a true and accurate record of the previous meeting.

**Decision:** Subject to the Board Secretary correcting the spelling of the word "Knabb" to Knab, the Committee approved the Non-Confidential minutes as a true and accurate record of the previous meeting.

**Action:** The Board Secretary shall correct the spelling of the word "Knabb" to Knab.

## 5. Matters Arising

Professor Lewis (Principal) confirmed that the funding bid had been submitted, and that a workshop with Shetland Islands Council on student accommodation would be forthcoming, and spoke about her engagements on this matter with an array of other stakeholders.

## Items for Decision

## Risk Management

### 10. Risk 7

Ms Short (Head of Finance) introduced the risk and spoke about the risk's owner and causes.

She spoke about the actions to minimise risk, focused on employment controls, identification and implementation of efficiency savings, growing the business through maximising existing resources, the recovery plan, and close communication with RSB/SFC. She confirmed that the residual risk pre-action level was 20 with the residual risk post-action level was 12. She also spoke about reductions of the levels in the future as plans progress.

The Committee discussed the presentation, with a focus on financial controls, and financial budget tolerances. DS confirmed that LGPS is currently performing well, and currently sat at 124%, and that scheme is the best performing in Scotland. The Committee also discussed the recruitment freeze and the procurement process. In this discussion, Mr Smith declared a conflict of interest, due to his professional occupation.

## **11. Risk 8**

Professor Lewis (Principal) introduced the risk and spoke about the risk's owner, causes and impacts.

She spoke about the actions to minimise risk, and focused on capital management, maintaining a list of wants/needs of staff and students, infrastructure management, campus redevelopment plan and new funding streams.

The residual pre-action level was recorded at 12 with a post-action level being recorded at 6.

## **Closing Items**

### **12. Any Other Business**

Mr Howell (Interim Chair of Finance and General Purposes Committee) gave his apologies for the next meeting of Finance and General Purposes Committee, and confirmed that Mr Smith (Independent Director) had agreed to serve as chair of the meeting in his absence.

Professor Lewis (Principal) spoke about the plans for the Board Workshop in October.

The Interim Chair of Finance and General Purposes Committee thanked Mr Massey (Student Director) for his service to the Committee, as it was his last meeting of the Committee. The Student Director spoke about the importance of the Committee and its work, and the importance of having a student on the Committee as a result.

**Action:** Mx Sierocinski King (Board Secretary) is to invite Mr Smith (Independent Director) to the Agenda Setting Meeting for the Month 3 meeting of the Committee, along with the Agenda-run Through Meeting for the Month 3 meeting of the Committee.

## 13. Date of Next Meetings

The dates of the next meetings are:

- Month 3: Wednesday 30th October at 16:30 on Teams
- Joint Meeting of Audit Committee with Finance and General Purposes Committee:  
Wednesday 27th November 2025 16:30 on Teams
- Month 4: Wednesday 4th December 2025 at 16:30 on Teams
- Month 5/Quarter 2: Wednesday 18th December 2025 at 16:30 on Teams
- Month 6: Wednesday 22nd January 2025 at 16:30 on Teams
- Month 7: Wednesday 26th February 2025 at 16:30 on Teams
- Month 8/Quarter 3: Wednesday 19th March 2025 at 16:30 on Teams
- Month 9: Wednesday 30th April 2025 at 16:30 on Teams
- Month 10: Wednesday 28th May 2025 at 16:30 on Teams
- Month 11/Quarter 4: Wednesday 18th June 2025 at 16:30 on Teams
- Month 12: Wednesday 23rd July 2025 at 16:30 on Teams

Agenda Item	Action	Responsible	Progress
4	Correct the spelling of the word "Knabb" to Knab.	Board Secretary	
12	Invite Mr Smith (Independent Director) to the Agenda Setting Meeting for the Month 3 meeting of the Committee, along with the Agenda-run Through Meeting for the Month 3 meeting of the Committee.	Mx Sierocinski King (Board Secretary)	Complete