

# Finance and General Purposes Committee Meeting, Month 12, 2023-2024

Mon 15 July 2024, 16:30 - 18:30

Teams

## 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

- Maria Bell (Independent Director)
- Daniel Lawson (Independent Director)
- Brian Smith (Independent Director)
- Keith Massey (Local Student Director)

### Ex-Officio

- Jane Lewis (Principal - Shetland UHI)

### Staff In Attendance

- Matt Sierocinski King (Board Secretary)
- Katrina Short (Head of Finance)

### Observers

- Steve Keightley (SFC Observer)

### Apologies

- David Sandison (Interim Chair of the Board of Management)

## Meeting minutes

### Opening Items

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

Mr Howell (Interim Chair of Finance and General Purposes Committee) welcomed everyone to the meeting. Mr Smith (Independent Director) was given a warm welcome to his first meeting of the Committee. Mr Keightley (SFC Observer) and Ms Short (Head of Finance) introduced themselves to Mr Smith (Independent Director), who, in turn, introduced himself to everyone.

Apologies were noted from Mr Sandison (Interim Chair of the Board of Management).

## 2. Declarations of Interest

Mr Howell (Interim Chair of Finance and General Purposes Committee) asked members present if they had any interests to declare in relation to items on the agenda. No such declarations were made.

## 3. Minutes of Previous Meeting

### 3.1. Minutes from Month 11, Quarter 4 Meeting

Mr Howell (Interim Chair of Finance and General Purposes Committee) asked members to review the Confidential minutes from the Month 11 Quarter 4 meeting of the Committee for matters of accuracy. The Interim Chair of Finance and General Purposes Committee asked members to review the Non-Confidential minutes from the Month 11 Quarter 4 meeting of the Committee for matters of accuracy.

**Decision:** The Committee approved the Confidential Minutes as a true and accurate record of the Month 11 Quarter 4 meeting of the Committee.

**Decision:** The Committee approved the Non-Confidential Minutes as a true and accurate record of the Month 11 Quarter 4 meeting of the Committee.

### 3.2. Minutes from Month 10 Meeting

Mr Howell (Interim Chair of Finance and General Purposes Committee) asked members to review the Confidential minutes from the Month 10 meeting of the Committee for matters of accuracy. The Interim Chair of Finance and General Purposes Committee asked members to review the Non-Confidential minutes from the Month 10 meeting of the Committee for matters of accuracy.

**Decision:** The Committee approved the Confidential Minutes as a true and accurate record of the Month 10 meeting of the Committee.

**Decision:** The Committee approved the Non-Confidential Minutes as a true and accurate record of the Month 10 meeting of the Committee.

## 4. Matters Arising

There were no matters arising.

## **5. \*Terms of Reference**

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

## **Items for Decisions**

There were no Items for Decision.

## **Estates and Assets**

There were no Estates and Assets agenda items.

## **Risk Management**

There were Risk Management agenda items.

## **Committee Matters**

There were no agenda items on Committee Matters.

## **Closing Items**

### **10. Any Other Business**

Professor Lewis (Principal) reported to the Committee that, as a result of the Lerwick Campus summer closure, in the first week some 400 units of electricity had been used compared to previous usage of around 9000 units of electricity.

Mr Smith (Independent Director) raised the topic of possible employment changes being made by the UK government, expected within the next 100 days. The Committee discussed the matter, with a focus on sick pay, islands deal, and minimum wage.

Mx Sierocinski King (Board Secretary) asked members to sign the Articles of Association.

**Action:** Mr Howell (Interim Chair of Finance and General Purposes Committee) and Mr Smith (Independent Director) to meet to discuss the Committee, as Interim Chair of Finance and General Purposes Committee and incoming Vice-Chair of Finance and General Purposes Committee.

**Action:** Members of the Committee are to sign the Articles of Association.

## 11. Date of Next Meeting

The date of the next meeting is 21st August 2024.

<b>Agenda Item</b>	<b>Action</b>	<b>Responsible</b>	<b>Progress</b>
10	Meet to discuss the Committee, as Interim Chair of Finance and General Purposes Committee and incoming Vice-Chair of Finance and General Purposes Committee.	Mr Howell (Interim Chair of Finance and General Purposes Committee) and Mr Smith (Independent Director)	
10	Sign the Articles of Association.	Members of the Committee	Complete