

UHI | INVERNESS

Meeting	Finance and General Purposes Committee
Date and time	Friday 18 November 2022 at 2.00 p.m.
Location	Virtually – via Microsoft Teams

Board Secretary
10 November 2022

AGENDA

Welcome and Apologies

Declaration of Interests and/or any Statement of Connections or Transparency Statements.

ITEMS FOR DECISION

1. **MINUTES**
 - a) Meeting of the Finance and General Purposes Committee held on 16 June 2022
 - b) Confidential Note of Ad Hoc Finance Update Meeting held on 20 October 2022

ITEMS FOR DISCUSSION

2. **CAPITAL MONITORING:**
Capital Budget Monitoring 21-22 and Planned Capital Spend 22-23
Report by Vice Principal – Finance & Audit
3. **REVENUE BUDGET MONITORING:**
 - a) Revenue Budget Monitoring at 31 July 2022
Report by Vice Principal – Finance & Audit
 - b) Revenue Budget Monitoring at 30 September 2022
Report by Vice Principal – Finance & Audit
4. **STUDENT RECRUITMENT**
Report by Information Systems Manager
5. **RISK REGISTER UPDATE**
Report by Vice Principal – Finance & Audit

- 6. 6 MONTHLY GDPR REPORT**
Report by Information Development Manager
 - 7. HEALTH AND SAFETY UPDATE**
Report by Vice Principal – Operations and External Relations
 - 8. COMMITTEE AND CHAIR EVALUATION FEEDBACK**
Report by Governance Officer
-

ITEMS FOR NOTING

- 9. AOCB**
- 10. DATE OF NEXT MEETING – Joint Audit & F&GP Meeting – 17 January 2023 at 9.00 a.m.**

If any member wishes to add an item of business to the Agenda, please inform the Chair and the Governance Officer as soon as possible. Additional items of business will only be considered for inclusion in the agenda in advance of the start of the meeting.

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MINUTES of the HYBRID MEETING of the FINANCE AND GENERAL PURPOSES COMMITTEE held via Microsoft Teams and Room 205 UHI Inverness Campus on Thursday 16 June 2022

PRESENT: Kelly Mackenzie, Chris O'Neil, Donald MacKenzie, Rojan Kumar Subramani
CHAIR: Donald MacKenzie
APOLOGIES: Stephen Sheridan
ATTENDING: Assistant Principal – Finance & Audit
Assistant Principal – Operations & External Relations
Operations and Commercial Manager
Information Systems Manager
Board Secretary

The Chair welcomed everyone to the meeting.

There were no declarations of interests or statements of connections noted.

To ensure transparency, it was highlighted to the Committee that some of the figures provided within the reports were based on the information that was available to us at the time and that the Committee was to be mindful that some of this information may still be subject to amendment. The Committee thanked the Assistant Principal – Finance and Audit as well as the Shared Finance team for the work that they had undertaken in order to provide the Committee with reports for this meeting.

1. MINUTES

a.) Meeting of the Joint Audit and Finance and General Purposes Committee held on 17 March 2022

The minutes of the meeting of the Joint Audit and Finance and General Purposes Committee held on 17 March 2022 were **ACCEPTED** as a correct record and it was **RECOMMENDED** that they be approved and signed by the Chair.

b.) Meeting of the Finance and General Purposes Committee held on 17 March 2022

The minutes of the meeting of the Finance and General Purposes Committee held on 17 March 2022 were **ACCEPTED** as a correct record and it was **RECOMMENDED** that they be approved and signed by the Chair.

2. OUTSTANDING ACTIONS

Risk Register – The Board Secretary advised the Committee that this item

formed part of the agenda and that all outstanding actions had been completed.

Decision: It was **AGREED** that this item could be removed from the list.

3. POLICY FOR APPROVAL

The Committee was advised that the Sustainable Procurement Policy had been updated following a sense check which had been carried out by the APUC Supply Chain Manager.

Decision: The Sustainable Procurement Policy was **RECOMMENDED** for **APPROVAL** to the Board of Management.

4. FEES 2022-23

The Assistant Principal – Finance and Audit spoke to the proposed fees for 2022-23 which had been considered by Committee members offline and explained that these were to be ratified by the Committee before they could be presented to the Board of Management Meeting for final approval.

Decision: The Fees 2022-23 were **RECOMMENDED** for **APPROVAL** to the Board of Management.

5. REVENUE BUDGET 2022-23

The Assistant Principal – Finance and Audit apologised to the Committee for the lateness of this report reiterating that it had been delayed as we had been awaiting confirmation of figures from both SFC and our RSB. The Committee noted that some of the figures within this budget could still be subject to amendment.

The Assistant Principal – Finance and Audit took the Committee through the draft budget highlighting, discussing and providing an explanation in respect of:

- The proposed credit targets for FE
- The expected impact of the national job evaluation exercise.
- The expected estates funding to be received from SFC in respect of FE.
- RAM and the analysis of movement.
- Other UHI Funding.
- Research Funding – including the Research Excellent Grant and University Innovation Funding.

Russell Edwards joined the meeting.

- FE and HE fees budgets
- Modern Apprenticeships
- Grant, FDWF and Unitary Charge Funding
- LIS income, other income and shared income

Item 01a

- Pay budgets and the increase in professional posts seen throughout the year.
- Estates – particularly the increasing energy costs and the rates incurred for the Longman Site
- Overhead Budgets

The Committee discussed the expected implications of flat funding.

The Committee had a lengthy discussion on the impact and implications of early withdrawals and noted the important work which Support Teams are undertaking in respect of conversion rates.

The Committee also discussed risk mitigation.

The Committee discussed the challenges which we and the sector are facing and noted that the proposed budget took this into consideration and was a conservative budget.

Action: The Assistant Principal – Finance and Audit acknowledged that the Committee had not had time to review and digest the proposed budget and suggested that this is carried out offline, and any queries raised with him directly via email.

6. CAPITAL BUDGET 2022-23

The Assistant Principal – Finance and Audit spoke to the proposed Capital Budget for 2022-23. The Committee noted that figures for BIS funding are still awaited from the SFC via our RSB.

Decision: The Capital Budget 2022-23 was **RECOMMENDED** for **APPROVAL** to the Board of Management.

7. CAPITAL MONITORING

The Assistant Principal – Finance and Audit spoke to his report and reiterated to the Committee that all spends must be committed by 31 March and all invoices paid by 31 July.

8. REVENUE BUDGET MONITORING

The Assistant Principal – Finance and Audit spoke to his report which provided the Committee with the Revenue Budget monitoring for the ten months ended 31 May 2022 and highlighted that this should also be considered in light of the 2021-22 Revenue Budget.

The Committee discussed at length the likelihood and impact from any clawback and the expected impact from flat funding.

The Assistant Principal – Finance and Audit highlighted to the Committee the potential risk which has been identified in respect of the monies being kept in the ALF. The Committee noted that a risk assessment in respect of this issue may be required.

9. RISK REGISTER

The Assistant Principal – Finance and Audit provided the Committee with an explanation of the updates which had been made to the Risk Register. The Committee noted that risk 17 had been increased to the maximum because of the potential impact of flat funding both in respect of ourselves and within the partnership.

The Committee discussed the number of risks which had increased to red and how these had been escalated and the mitigating actions which were being undertaken.

A lengthy confidential discussion on UHI finances took place with the Committee discussing the potential risks around this issue. The Committee were provided feedback from the UHI Partnership Conference which had taken place on 14 and 15 June 2022.

10. OPERATIONS AND EXTERNAL RELATIONS REPORT

The Assistant Principal - Operations and External Relations spoke to her report highlighting that our Modern Apprenticeship income remains strong, that our FWDF income at the end of May 2022 significantly exceeds the full year budget income and that our commercial short courses are showing signs of recovery. The Committee was advised that our curriculum planning review has been completed and that course costings have been carried out as part of this process. The Committee noted that this process would continue to be developed in order to ensure that we run economically viable courses.

The Committee thanked the Assistant Principal – Operations and External Relations for this update.

11. ESTATE CAMPUS REPORT

The Assistant Principal – Operations and External Relations spoke to this report advising that we are continuing to work with GTFM to improve timescales for works which are required.

The Committee noted that we continue to attend the Steering Group which has focus over the Estates Strategy and Action Plan. The Committee noted the details of the attached GTFM report which provides a project summary, health and safety summary, construction issues and performance up to March 2022

The Committee discussed the disposal of the Longman Site noting that the site has recently been re-evaluated and that an Estates Legacy Project Board Meeting would take place over the Summer.

The Assistant Principal – Finance and Audit left the meeting.

12. STUDENT RECRUITMENT

The Information Systems Manager joined the meeting

The Information Systems Manager spoke to her report providing the Committee with an update on the status of current enrolments for 2021/22 and recruitment for 2022/23.

The Committee was advised that in respect of FE we are at 92.7% of our target and noted that this is expected to increase to 93% by the end of the Academic Year. In respect of HE we are predicting that we will not meet our target with it being estimated that we will be at 88%. The Committee was advised that we are in discussions with UHI to have our HE targets for the upcoming Academic Year reduced and noted that we have less influence on the curriculum in respect of HE.

The Committee noted that we have seen an increase in withdrawals this year and the Committee again discussed the reasons for this noting the effects of Covid-19, the local employment market and the health and wellbeing of our students.

The Committee discussed our current recruitment activity noting that our recent marketing and events have produced a greater number of applications and that we have made a greater number of offers to students. It was however reiterated to the Committee the importance of conversion of these offers.

The Committee thanked the Information Systems Manager for her report.

The Information Systems Manager left the meeting.

13. COMMITTEE AND CHAIR EVALUATIONS

The Board Secretary provided an explanation in respect of the yearly Committee and Chair Evaluations. The Committee noted that a report from all committees will be taken to the Board in October and any actions arising will be incorporated into our existing Board Action Plan.

The Committee collectively carried out the Committee Evaluation.

The F&GP Committee Chair left the meeting.

The Committee collectively carried out the Chair Evaluation.

Action: The Committee highlighted that it may be beneficial for these evaluations to be completed via an online poll to allow for a more independent perspective. The Board Secretary welcomed this idea and will research how to implement this ahead of next year's evaluations.

14. DATE OF NEXT MEETING

Thursday 16 June 2022 at 09.00 a.m.

Signed by the Chair: _____

Date: _____

UHI | INVERNESS

Subject/Title:	Capital Budget Monitoring 21-22 and Planned Capital Spend 2022-23
Author:	Roderick M Ferrier, Assistant Principal, Finance and Audit
Meeting:	Finance and General Purposes Committee
Meeting Date:	18 November 2022
Date Paper prepared:	11 October 2022
Brief Summary of the paper:	Present Capital Budget Monitoring for 2021-22 and Planned Spend for 2022-23
Action requested: [Approval, recommendation, discussion, noting]	Noting
Link to Strategy: Please highlight how the paper links to, or assists with: <input type="checkbox"/> compliance <input type="checkbox"/> partnership services <input type="checkbox"/> risk management <input type="checkbox"/> strategic plan <input type="checkbox"/> new opportunity/change	Complying with Funding parameters Finance undergirds Strategic Plan
Resource implications:	Yes – monitoring of Financial Resources If yes, please specify:
Risk implications:	Yes If yes, please specify: Financial Operational

Item 02

Equality and Diversity implications:	N/A		
Student Experience Impact:	None		
Consultation: [staff, students, UHI & Partners, External] and provide detail	None		
Status – [Confidential/Non confidential]	Confidential		
Freedom of Information Can this paper be included in “open” business* [Yes/No]	No		
*If a paper should not be included within “open” business, please highlight below the reason.			
Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	
Its disclosure would substantially prejudice the commercial interests of any person or organisation (s33)	Y	Its disclosure would constitute a breach of confident actionable in court (s36)	
Its disclosure would constitute a breach of the Data Protection Act (s38)		Other (Please give further details)	

Further guidance on application of the exclusions from Freedom of Information legislation is available via

<http://www.itspublicknowledge.info/ScottishPublicAuthorities/ScottishPublicAuthorities.asp> and

http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf

Recommendation(s):

That members note the capital funding and spend for the period ended 31 July 2022; and planned spend for year ended 31 July 2023.

Purpose of report

Advise the Committee of the actual spend for the year ended 31 July 2022; and the planned spend for the year ended 31 July 2023.

Subject/Title:	Revenue Budget Monitoring 31 July 2022
Author:	Roderick M Ferrier, Assistant Principal, Finance and Audit
Meeting:	Finance and General Purposes Committee
Meeting Date:	18 November 2022
Date Paper prepared:	05 October 22
Brief Summary of the paper:	Present Revenue Budget Monitoring and Draft Outturn for Year Ended 31 July 2022
Action requested: [Approval, recommendation, discussion, noting]	Noting
Link to Strategy: Please highlight how the paper links to, or assists with: <input type="checkbox"/> compliance <input type="checkbox"/> partnership services <input type="checkbox"/> risk management <input type="checkbox"/> strategic plan <input type="checkbox"/> new opportunity/change	Complying with Funding parameters Finance undergirds Strategic Plan
Resource implications:	Yes – monitoring of Financial Resources If yes, please specify:
Risk implications:	Yes If yes, please specify: Financial Operational
Equality and Diversity implications:	N/A

Item 03a

Student Experience Impact:	None		
Consultation: [staff, students, UHI & Partners, External] and provide detail	None		
Status – [Confidential/Non confidential]	Confidential		
Freedom of Information Can this paper be included in “open” business* [Yes/No]	No		
*If a paper should not be included within “open” business, please highlight below the reason.			
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Its disclosure would substantially prejudice the commercial interests of any person or organisation (s33)	Y	Its disclosure would constitute a breach of confident actionable in court (s36)	
Its disclosure would constitute a breach of the Data Protection Act (s38)		Other (Please give further details)	

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http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf

Recommendation(s):

That members note the Draft Revenue Budget monitoring for the year ended 31 July 2022. This should also be considered in the light of 2021-22 Revenue Budget.

Purpose of report

Advise the Committee of the Draft Revenue Budget Monitoring position for the year ended 31 July 2022.

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Subject/Title:	Revenue Budget Monitoring 30 September 2022
Author:	Roderick M Ferrier, Assistant Principal, Finance and Audit
Meeting:	Finance and General Purposes Committee
Meeting Date:	18 November 22
Date Paper prepared:	05 October 22
Brief Summary of the paper:	Present Revenue Budget Monitoring and Projected Outturn
Action requested: [Approval, recommendation, discussion, noting]	Noting
Link to Strategy: Please highlight how the paper links to, or assists with: <input type="checkbox"/> compliance <input type="checkbox"/> partnership services <input type="checkbox"/> risk management <input type="checkbox"/> strategic plan <input type="checkbox"/> new opportunity/change	Complying with Funding parameters Finance undergirds Strategic Plan
Resource implications:	Yes – monitoring of Financial Resources If yes, please specify:
Risk implications:	Yes If yes, please specify: Financial Operational

Item 03b

Equality and Diversity implications:	N/A		
Student Experience Impact:	None		
Consultation: [staff, students, UHI & Partners, External] and provide detail	None		
Status – [Confidential/Non confidential]	Confidential		
Freedom of Information Can this paper be included in “open” business* [Yes/No]	No		
*If a paper should not be included within “open” business, please highlight below the reason.			
Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	
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Its disclosure would constitute a breach of the Data Protection Act (s38)		Other (Please give further details)	

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http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf

Recommendation(s):

That members note the Revenue Budget monitoring for the two months ended 30 September 2022. This should also be considered in the light of 2022-23 Revenue Budget.

Purpose of report

Advise the Committee of the Revenue Budget Monitoring position for the two months ended 30 September 2022.

Subject/Title:	Student Activity 2021/22 and Recruitment 2022/23
Author: [Name and Job title]	Jane MacLennan, Information Systems Manager
Meeting:	Finance and General Purposes
Meeting Date:	18 November 2022
Date Paper prepared:	12 October 2022
Brief Summary of the paper:	To provide the committee with the final student enrolments and withdrawals for 2021/22, and the status of current recruitment for 2022/23.
Action requested: [Approval, recommendation, discussion, noting]	Discussion
Link to Strategy: Please highlight how the paper links to, or assists with:: a) compliance • partnership services • risk management • strategic plan • new opportunity/change	This paper links to the strategic plan, particularly in relation to the student experience and the curriculum.
Resource implications:	Yes
Risk implications:	Yes – quality of the student experience
Equality and Diversity implications:	Yes – equity of the student experience
Consultation: [staff, students, UHI & Partners, External] and provide detail	n/a

ITEM 04

Status – [Confidential/Non confidential]	Non-confidential		
Freedom of Information Can this paper be included in “open” business* [Yes/No]	Yes		
*If a paper should not be included within “open” business, please highlight below the reason.			
Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	
Its disclosure would substantially prejudice the commercial interests of any person or organisation (S33)		Its disclosure would constitute a breach of confidence actionable in court (S36)	
Its disclosure would constitute a breach of the Data Protection Act (S38)		Other (please give further details)	
For how long must the paper be withheld? (express either as the time which needs to pass or a condition which needs to be met.)			

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http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf

Student Activity 2021/22 and Recruitment 2022/23

Executive summary

The report provides a summary of the final student enrolments and withdrawals for 2021/22, and the status of current recruitment for 2022/23.

The 2021/22 FE Credits target for UHI Inverness of 30,677 was not achieved. This was due in the main to implications arising from COVID 19, including lower student numbers, and a higher withdrawal rate. The FES Credit audit is complete with a final outturn of 28,697 which is 93.5% of target.

The UHI Partnership Planning Forum (PPF) target for HE undergraduate students was also not achieved. The 2021/22 PPF target for Undergraduate students who are fundable was 1,556 fte, our delivery is estimated at 1,367 fte which is 88% of target.

Both early withdrawals continued to increase in 2021/22, for FE students this is withdrawal prior to 1st November and for HE prior to 1st December. This period was at a time when COVID restrictions were still in place.

Enrolment for 2022/23 is ongoing for FE and HE students. At the time of writing our FE enrolments and credits are higher than in previous years, however enrolments at HE are lower than previous years and is mirrored across the UHI partnership.

Main body of information

Student enrolments against targets 2022/23

- **FE**

The core credit target for 2022/23 is 29,882 this includes both core learning of 29,511 and 371 credits to be generated from Foundation Apprentices

Credit Target		Actual Credits		% of Target
2019/20	29,211	22/10/2019	21,886	74.9%
2020/21	29,439	19/10/2020	19,871	67.5%
2021/22	30,677	21/10/2021	21,584	70.4%
2022/23	29,882	12/10/2022	24,493	82.0%

Currently, the total enrolments for 2022/23 at FE level is 2,232 heads generating 24,493 credits.

- **HE**

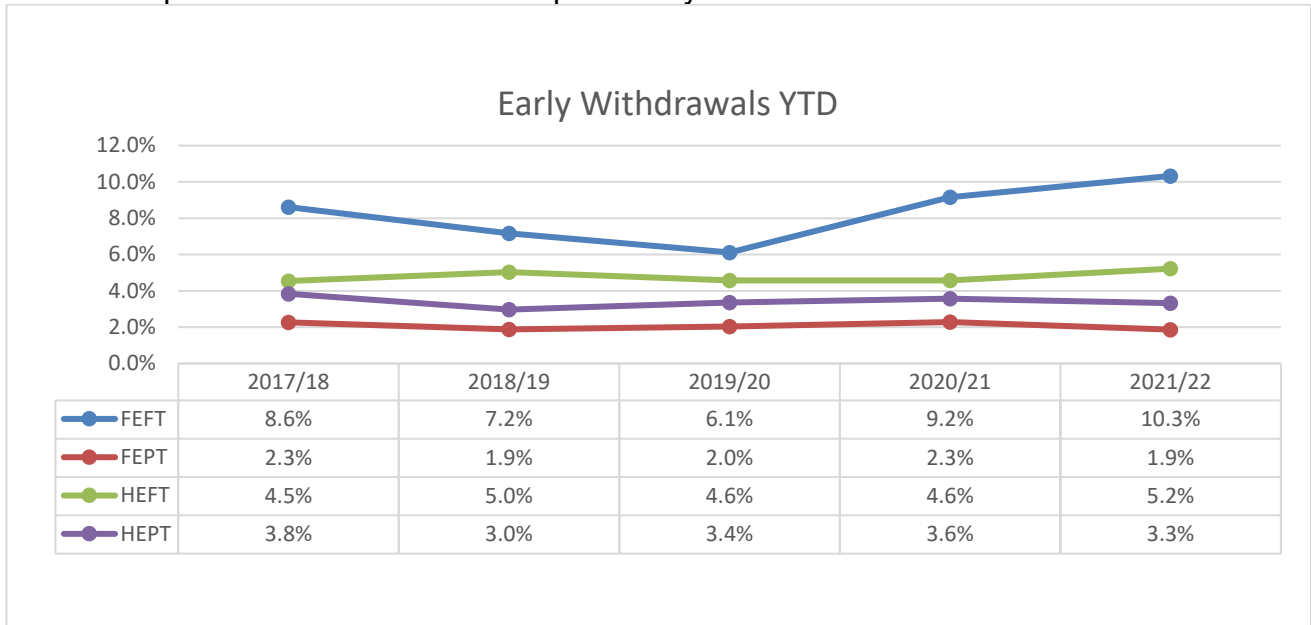
The 2022/23 PPF target for Undergraduate students who are fundable is 1,441 fte.

The table below shows the estimated HE FTE based on current enrolments, and against targets set by Partnership Planning Forum (PPF). The estimates are made using information from the student record system and historical values of FTE based on mode of attendance, the figure for 2022/23 should be read as indicative only at this stage.

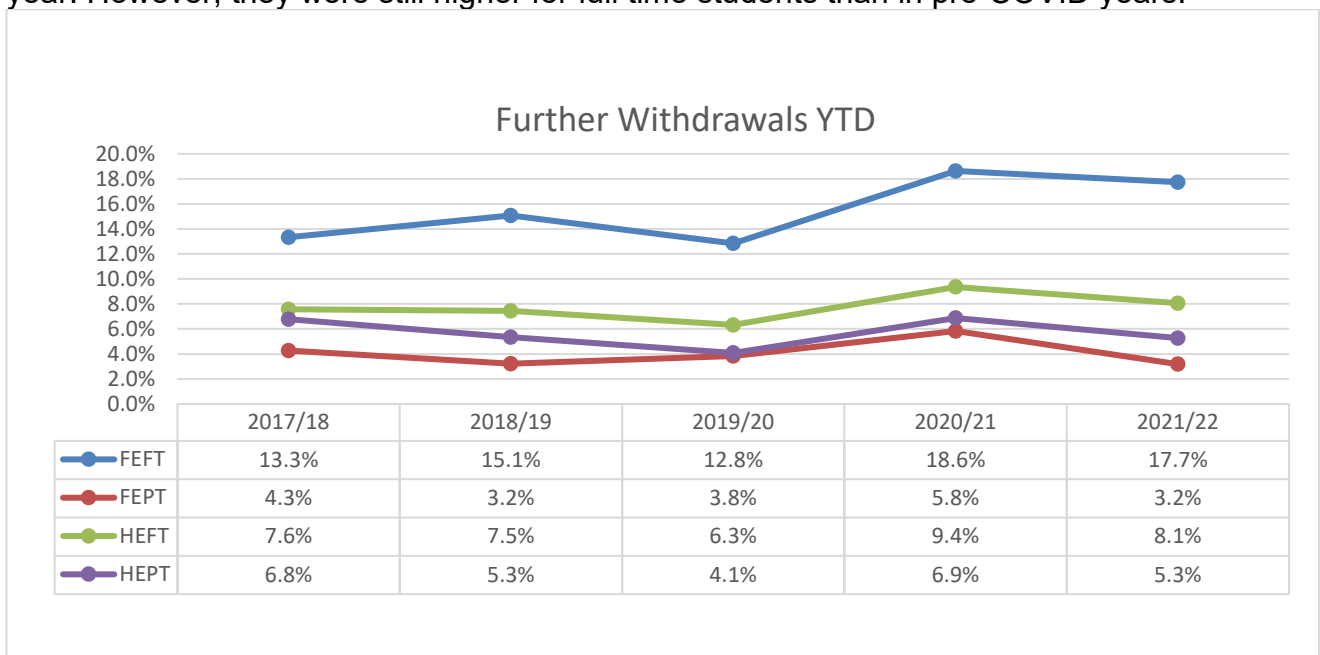
PPF FTE target		Estimated FTE		% of Target
2020/21	1,491	01/10/2020	1,367	91.7%
2021/22	1,530	27/09/2021	1,330	86.9%
2022/23	1,441	12/10/2022	1,140	79.1%

Withdrawal’s summary

Early withdrawals continued to increase for full time students, however there was a slight decline for part time students from the previous year.



Further withdrawals declined over full time and part time students compared to the previous year. However, they were still higher for full time students than in pre-COVID years.



Enrolment 2022/23

Enrolment is ongoing for FE and HE students. The majority of FE full time students have enrolled, Modern Apprentices and other part time students will continue to enrol throughout the academic year.

The FE credit target for 2022/23 is 29,882, this includes core and deferred learning.

The PPF target for Undergraduate students who are fundable is 1,441FTE (the table below shows all HE students).

	01/10/2020			27/09/2021			12/10/2022		
	HEADS	CREDITS	FTE (all students)	HEADS	CREDITS	FTE (all students)	HEADS	CREDITS	FTE (all students)
FE Full Time	967	16616		849	14449		919	16973	
FE Part Time	1108	2030		1449	5138		1313	7520	
HE Full Time	1510		1471.8	1291		1245.7	1176		1155.9
HE Part Time	752		305.2	824		329.3	811		317.4
Grand Total	4337	18646	1777	4413	19587	1575.1	4219	24493	1473.3

Jane MacLennan
Information Systems Manager

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Subject/Title:	Risk Register
Author:	Roderick M Ferrier, Vice Principal, Finance and Audit
Meeting:	Finance and General Purposes Committee
Meeting Date:	18 November 22
Date Paper prepared:	11 October 22
Brief Summary of the paper:	Present most recent Risk Register
Action requested: [Approval, recommendation, discussion, noting]	Reviewing
Link to Strategy: Please highlight how the paper links to, or assists with: <input type="checkbox"/> compliance <input type="checkbox"/> partnership services <input type="checkbox"/> risk management <input type="checkbox"/> strategic plan <input type="checkbox"/> new opportunity/change	Complies with Risk Management
Resource implications:	None If yes, please specify:
Risk implications:	Yes If yes, please specify: Financial Operational Strategic Encompassing all major risks

ITEM 05

Equality and Diversity implications:	N/A		
Student Experience Impact:	None		
Consultation: [staff, students, UHI & Partners, External] and provide detail	None		
Status – [Confidential/Non confidential]	Confidential		
Freedom of Information Can this paper be included in “open” business* [Yes/No]	No		
*If a paper should not be included within “open” business, please highlight below the reason.			
Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	
Its disclosure would substantially prejudice the commercial interests of any person or organisation (s33)	Y	Its disclosure would constitute a breach of confident actionable in court (s36)	
Its disclosure would constitute a breach of the Data Protection Act (s38)		Other (Please give further details)	

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http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf

Recommendation(s):

That members review the most up to date version of the College’s Risk Register.

Purpose of report

Risk Management in respect of Finances.

Subject/Title:	Data Protection Annual Report 2021/22
Author: [Name and Job title]	Suzanne Stewart, Data Controller
Meeting:	Finance & General Purposes Committee
Meeting Date:	18 November 2022
Date Paper prepared:	21 September 2022
Brief Summary of the paper:	Report containing annual statistics for subject access requests, data breaches and information security incidents for academic year 2021/22.
Action requested: [Approval, recommendation, discussion, noting]	For noting
Link to Strategy: Please highlight how the paper links to, or assists with: <input type="checkbox"/> compliance <input type="checkbox"/> partnership services <input type="checkbox"/> risk management <input type="checkbox"/> strategic plan <input type="checkbox"/> new opportunity/change	The content of this paper links to legal compliance regarding the processing times for subject access requests and for recording data breaches & information security incidents. By analysing incidents, we can see where the organisational risk exit in relation to how data breaches occur.
Resource implications:	Yes / No If yes, please specify:
Risk implications:	Yes / No If yes, please specify: Operational: Causes of data breaches Organisational: As above
Equality and Diversity implications:	Yes/No If yes, please specify:
Student Experience Impact:	Yes/No If yes, please specify: Data breaches often impact on students if their data has been shared inappropriately
Consultation: [staff, students, UHI & Partners, External] and provide detail	
Status – [Confidential/Non confidential]	

Freedom of Information Can this paper be included in "open" business* [Yes/ No]			
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Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	
Its disclosure would substantially prejudice the commercial interests of any person or organisation (s33)		Its disclosure would constitute a breach of confident actionable in court (s36)	
Its disclosure would constitute a breach of the Data Protection Act (s38)	Y	Other (Please give further details)	

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Subject/Title:	Operations & External Relations Report
Author: [Name and Job title]	Georgina Parker Vice Principal, Operations & External Relations
Meeting:	Finance and General Purposes Committee
Meeting Date:	18 November 2022
Date Paper prepared:	18 October 2022
Brief Summary of the paper:	This paper provides an update on the management of our Health & Safety including key data.
Action requested: [Approval, recommendation, discussion, noting]	Discussion.
Link to Strategy: Please highlight how the paper links to, or assists with:: <input type="checkbox"/> compliance <input type="checkbox"/> partnership services <input type="checkbox"/> risk management <input type="checkbox"/> strategic plan <input type="checkbox"/> new opportunity/change	
Resource implications:	Yes / No If yes, please specify:
Risk implications:	Yes / No If yes, please specify: Operational: Organisational:
Equality and Diversity implications:	Yes/No If yes, please specify:
Student Experience Impact:	Yes/No If yes, please specify:
Consultation: [staff, students, UHI & Partners, External] and provide detail	

Item 07

Status – [Confidential/Non confidential]	Confidential		
Freedom of Information Can this paper be included in “open” business* [Yes/No]	No		
*If a paper should not be included within “open” business, please highlight below the reason.			
Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	
Its disclosure would substantially prejudice the commercial interests of any person or organisation (s33)	Y	Its disclosure would constitute a breach of confident actionable in court (s36)	
Its disclosure would constitute a breach of the Data Protection Act (s38)	Y	Other (Please give further details)	

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Subject/Title:	Chair and Committee Evaluation Feedback
Author: [Name and Job title]	Lisa Ross Governance Officer
Meeting:	F&GP Committee
Meeting Date:	18 November 2022
Date Paper prepared:	11 October 2022
Brief Summary of the paper:	Feedback on the F&GP Chair and Committee Evaluation
Action requested: [Approval, recommendation, discussion, noting]	Discussion and Noting
Link to Strategy: Please highlight how the paper links to, or assists with:: <input type="checkbox"/> compliance <input type="checkbox"/> partnership services <input type="checkbox"/> risk management <input type="checkbox"/> strategic plan <input type="checkbox"/> new opportunity/change	Governance Compliance
Resource implications:	Yes / No If yes, please specify:

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Risk implications:	Yes / No If yes, please specify: Operational: Organisational:		
Equality and Diversity implications:	Yes/ No If yes, please specify:		
Student Experience Impact:	Yes/ No If yes, please specify:		
Consultation: [staff, students, UHI & Partners, External] and provide detail	N/A		
Status – [Confidential/Non confidential]	Non-Confidential		
Freedom of Information Can this paper be included in “open” business* [Yes/No]	Yes		
*If a paper should not be included within “open” business, please highlight below the reason.			
Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	
Its disclosure would substantially prejudice the commercial interests of any person or organisation (s33)		Its disclosure would constitute a breach of confident actionable in court (s36)	
Its disclosure would constitute a breach of the Data Protection Act (s38)		Other (Please give further details)	

Further guidance on application of the exclusions from Freedom of Information legislation is available via

<http://www.itspublicknowledge.info/ScottishPublicAuthorities/ScottishPublicAuthorities.asp> and

http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf

Background

The F&GP Chair and Committee Evaluations were carried out within the Committee meeting held on 16 June 2022. Five members of the Committee were in attendance and provided feedback and comment on the Committee Evaluation. The Chair excused himself from the meeting whilst the Chair Evaluation was carried out.

Chair Feedback

The completed evaluation documentation for the F&GP Chair has been passed to the Chair of the Board of Management for feedback to be delivered as part of the Board Member Evaluation Process. However, there were no issues raised and all present provided positive feedback with regards the Chair.

Committee Feedback

A copy of the feedback from the Committee is attached as Appendix 1.

The feedback received highlighted that it would be beneficial to seek members with a financial background during any future recruitment drives. However, it was noted by members that our Board was currently at it's maximum level for membership.

Board members highlighted that finance training would form part of the training plan for this year for all Board members.

Action Required

As part of the October 2022 Board of Management Meeting the Board Development Plan will be available for discussion and adoption.

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F&GP Committee Evaluation (to be completed by the F&GP committee collectively).

Date: 16 June 2022

Good Practice	Yes	No	N/A	Comments/Action
Composition, Establishment and Duties of the Committee				
Does the Committee meet regularly in accordance with the Board Standing Orders?	Y			
Does the Committee consistently have a quorum?	Y			
Do all Committee members attend meetings regularly?	Y			
Does the Committee have enough members?	Y			Although it was thought that the Committee has enough members it was raised that members with finance background should be the focus of any future recruitment drives.
Does at least one of the Committee members have a background relevant to the remit of the Committee?	Y			But again it was raised that in order to have a balance of background we should seek additional members with a finance background during any future recruitment drives.
Have new Committee members received all necessary training?		N		It was highlighted that Finance Training for members would form part of the Board Development Plan for the upcoming year.
Does the Committee report regularly to the Board?	Y			

Good Practice	Yes	No	N/A	Comments/Action
Terms of reference				
Does the Committee have written terms of reference?	Y			
Do the terms of reference include all aspects of the Committee's role?	Y			
Does the membership of the Committee need to be changed?		N		
Are the terms of reference adopted by the full Board and reviewed annually?	Y			

Item 08 Appendix 1

Good Practice	Yes	No	N/A	Comments/Action
Compliance with the Law and Regulations				
Does the Committee have a mechanism to keep it aware of topical legal and regulatory issues?	Y			Updates on legal and regulatory issues are provided by the Assistant Principal – Finance and Audit. Updates to policies and procedures are also brought before the Committee.

Good Practice	Yes	No	N/A	Comments/Action
Internal Control				
Does the Committee monitor to ensure that risk is controlled?	Y			
Does the Committee regularly review relevant strategic plans?	Y			
Does the Committee consider the level of detail and information it receives appropriate?	Y			
Are appropriate internal performance measures monitored by the Committee?	Y			
Is the Committee addressing all matters delegated to it by the Board and under its terms of reference?	Y			

Good Practice	Yes	No	N/A	Comments/Action
Administrative arrangements				
Does the Committee have an independent secretary?	Y			
Are Committee papers distributed in sufficient time for members to give them due consideration?	Y			Although it was noted that this was subject to external delays in information being provided to us by SFC and our RSB.
Are Committee meetings scheduled prior to important decisions on specific matters being made?	Y			
Is the timing of Committee meetings discussed with all involved?	Y			