

# UHI | INVERNESS

## **MINUTES of the MEETING of the FINANCE AND GENERAL PURPOSES COMMITTEE held via Microsoft Teams on Thursday 12 September 2024.**

- PRESENT:** Donald MacKenzie, Rojan Kumar Subramani, Jane Davidson, Pauline Tuthill
- APOLOGIES:** Dee Bird, Chris O'Neil, Information Development Manager
- CHAIR:** Donald MacKenzie
- ATTENDING:** Vice Principal – Curriculum, Operations and External Relations  
Director of Finance and Estates  
Operations and Commercial Manager  
Estates & Campus Services Manager  
Health, Safety & Sustainability Manager  
Governance Officer

The Chair welcomed everyone to the meeting.

The Governance Officer confirmed that this meeting was not quorate at this stage. Due to an urgent matter the Principal and the Vice Principal – Curriculum, Operations and External Relations could only attend parts of the meeting. The Chair decided that due to their absence only Items for Decision will be discussed at today's meeting and the Governance Officer will contact all Committee Members to arrange another suitable date within the next two weeks. It had been confirmed that Staff Representative Pauline Tuthill will be joining the meeting shortly. The Governance Officer confirmed that Pauline Tuthill would be the third Committee Member to make the meeting quorate.

*The Vice Principal – Curriculum, Operations and External Relations left the meeting.*

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

*Jane Davidson joined the meeting.*

The Governance Officer confirmed that the meeting was quorate at this stage and the Chair proceeded to agenda Item 1.

*Pauline Tuthill and Operations and Commercial Manager joined the meeting.*

## **1. MINUTES FOR APPROVAL**

### **a. Minutes of the Meeting of the Finance and General Purposes Committee held on 13 June 2024**

**Decision:** The Minutes of the Meeting of the Finance and General Purposes Committee held on 13 June 2024 were **AGREED** as a correct record and were **APPROVED**.

### **b. Confidential Note of Meeting CN-01-062024 of the Finance and General Purposes Committee held on 13 June 2024**

**Decision:** The Confidential Note (CN-01-062024) of the Finance and General Purposes Committee held on 13 June 2024 was **AGREED** as a correct record and was **APPROVED**.

## **2. OUTSTANDING ACTIONS**

- **UHI Research funding - ONGOING** - Regional funded research and its redistribution to be looked at across UHI.

## **3. BAD DEBT WRITE OFF REPORT (CONFIDENTIAL)**

The Committee were provided with a CONFIDENTIAL update in respect of Bad Debt Write Off report (CN-01-092024).

#### 4. FINANCE UPDATES

The Director of Finance and Estates spoke to his report to provide an update to the Committee on Financial Forecast Return (FFR) for 2024, which includes the forecast for 2023/24, the budget for 2024/25 and the financial forecasts for 2025/26 and 2026/27. Following areas had been discussed in more detail: income, expenditure, Revenue Budget 2024/25 and Financial Forecasts 2025/26 to 2026/27.

The Committee welcomed the report and positively commented on growth areas but expressed concerns in regard to risks listed within the paper.

*Pauline Tuthill left the meeting.*

The Director of Finance and Estates asked the Committee for approval of the Financial Forecast Return June 2024, Appendix A, which will be sent to the SFC. This report will also be presented to the full Board of Management on 1<sup>st</sup> October for final approval.

**ACTION 1: The Chair asked the Governance Officer to email all Committee Members with agenda item 4, specifically Appendix A, for their approvals to be sent back via email.**

*The Vice Principal – Curriculum, Operations and External Relations joined the meeting.*

The Chair thanked the Director of Finance and Estates for his detailed report.

**DECISION:** Agenda Item 4 Finance Updates will be approved via email.

#### 5. REVIEW OF SUB-STRATEGIES - to follow

- a. Estates and Campus Operations Strategy

- b. Sustainability Strategy
- c. Marketing Strategy

The Vice Principal – Curriculum, Operations and External Relations reported that all mentioned sub-strategies are currently under review and the Governance Officer will email them out to the Committee as soon as the process has been completed.

The Chair thanked the Vice Principal – Curriculum, Operations and External Relations for the update.

The Chair brought the meeting to a close and reminded all that Governance Officer will be in touch in regard to date for the next meeting.

**Signed by the Chair:**



**Date:** 03/02/2025