**University of the Highlands and Islands**

**Finance & General Purposes Committee – Terms of Reference and Membership**

1. **Constitution**

The University of the Highlands and Islands court has established a committee of the governing body known as the finance and general purposes committee.

1. **Terms of Office**

Members who are members of the court shall have periods of office co-terminus with their appointment to the court.

1. **Authority**

The Committee is authorised to determine all matters delegated to it (identified “\*”) and to consider and advise the university court on all other matters within its terms of reference.

The Committee is authorised to obtain independent professional advice and to secure the attendance of non-members with relevant experience and expertise if it considers this necessary.

1. **Proceedings**

The committee should normally meet not less than six times per year.

1. **Terms of Reference**

The duties of the Committee include:

1. To advise the university court on financial and related matters in general and to oversee the whole system of financial control and administration.
2. To approve annual estimates of income and expenditure.
3. To monitor progress against approved budgets and cashflow forecasts.
4. \*To approve proposals within approval limits for capital expenditure within an agreed budgetary framework.
5. \*To approve arrangements for determining charges for services and the system for their collection.
6. To advise the university court on sources of income, including income generation and fund-raising, and their use.
7. To monitor and advise the university court on the financial sustainability of the academic partners, the university, and the partnership as a whole.
8. To ensure that funding for further and higher education is used economically, efficiently, and effectively and to promote and facilitate shared services and strategic partnerships between two or more of the partner colleges in line with overall university policy as agreed by the university court
9. To consider and approve submissions relating to individual projects funded by European Union, research councils, development agencies and from other sources, within variation limits authorised by the university court.
10. To ensure that efficiency savings in provision of education are realised in line with the policy of the university court and the requirements of Scottish Funding Council
11. To promote or carry out efficiency studies to improve the economy, efficiency and effectiveness in the management or operation of any of the academic partners and the university.
12. To ensure the maintenance of appropriate accounting and other records including cash, equipment, and stores, and report all losses to the university court.

13. To consider matters relating to insurance against all appropriate risks.

14. To advise the university court on any proposals for borrowing.

15. To consider and report on the annual accounts.

16. To advise the university court on all employment, industrial relations, personnel, health and safety and equality and diversity issues.

17. \*To approve university staffing proposals within the framework of the business plan.

18. \*To act on behalf of the university court under any delegated authority.

1. **Quorum**

The quorum for all meetings of the committee shall be one third of its membership.

1. **Reporting**

The minutes (or a report) of meetings of the finance and general purposes committee will be circulated to all members of the university court.

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| Last updated: | 23 March 2023 |
| Last Reviewed and agreed by the Committee: |  |
| Approved by Court: | March 2020 |

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| **Membership:** | |  |
| Chair | | Angus Campbell |
| **Members** | |  |
| University Court members (4), including  Chair of University Court | | Alastair MacColl |
| University Court member | | Poonam Malik |
| University Court member | | Vacancy |
| Academic Partner Board members/chairs (4) | | Archie Macdonald (UHI Outer Hebrides) |
|  | | Derek Lewis (UHI West Highland) |
|  | | Vacancy |
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| **In attendance** | | | | |
| Interim Principal and Vice-Chancellor *(ex officio)* | | Vicki Nairn | | |
| University Secretary | | Sheena Stewart | | |
| Director of Finance | | Niall McArthur | | |
| Director of Corporate Governance | | Roger Sendall | | |
| Clerk | | Nicholas Oakley | | |
| Chief People Officer (Observer) | | Lorna Walker | | |