



NWH Finance & General Purposes Committee  
Wed 19 June 2024, 16:15 - 18:00 via MS Teams  
CHAIR – Shona MacDougall

Establishment of Quorum & Apologies – Chair

Present

Alex MacDonald, Independent Board Member

Chris Alliston, Independent Board Member

David Campbell, Director of Business Enterprise & Development

Derek Bond, Director of Finance (also presenting items for DM in her absence)

Derek Lewis, Chairman of the Board of Management

Doug Rattray, Head of Facilities

Ellen Maclean, Board Secretary

Flora Miller, Interim Project Support officer

Kevin Mallett, Interim Financial Controller

Lydia Rohmer, Principal & Chief Executive

Shannon MacCallum, HISA West Highland Depute President

Shona MacDougall, Committee Chair & Senior Independent Board Member

Apologies

Debbie Miller (DM), Vice Principal (Operations) & SRO North Highland

2. Declarations of Interest – Chair

**none**

3. Minutes of Meeting held on 20th March 2024 – Chair

**Approved**

4. Action Tracker

All outstanding actions on the agenda for today. Except for potential loan for NH College being called in, this has been resolved for now.

5. Confidential item

**Withheld**

## 5.1 Withheld

### 5.2 Terms of Reference for F&GP Update– Derek Bond (DB)

DB advised that the draft terms of reference for F&GP had been updated to reflect the updated financial regulations as above in 5.1. In addition, the F&PG Committee agreed that item 7, relating to equalities schemes in action plans to be transferred to the HR Committee for endorsement pre-Board meeting on the 26th of June 2024.

**Action – Board Secretary to send to HR Committee for approval.**

F&GP have approved the changes and will submit them to the Board on Wednesday, 26th June.

## 5.3 Withheld

## 5.4 Withheld

## 5.5 Withheld

### 6.Funding Requests for Approval - Derek Bond / Debbie Miller

#### 6.1R.O.V. Business Case – Derek Bond / David Campbell (DC)

Presentation from Dave Campbell. The recruitment market is buoyant, and the project would provide instructors to this skilled market. Terms of due financial diligence of Drift Offshore are not given to the committee. As this is a young company, only abbreviated accounts have been made available to date. They would provide instructors to put more skilled people out to the market. DC asked for endorsement of a £125k initial spend, however the committee voiced the need to ensure financial integrity through financial due diligence. This must be undertaken, in addition the committee requested further information required before considering the ROV proposal include -

What is the size of the market? Who are our customers? What's their demand?

A 5–6-week course would cost £15k, what accommodation over the winter period would be required for students?

The Chair of F&GP requested observance of due financial diligence and responses to the details of questions asked by this committee. In addition, addressing the legalities involved in this joint venture. What would our responsibilities be?

**Action – DC to address additional detail requested by F&GP as well as undertaking financial due diligence and a legally compliant JVA. All be it addressing committee members by email in the interim and bring to the next F&GP Committee on 21st August 2024.**

### 6.2 Capital Grants for Approval – Debbie Miller

#### Stornoway Roof – Debbie Miller/ Doug Rattray

Report detailing the damage to Stornoway campus roof E block. This was discovered during the recent refurbishment investment, there is now water ingress though temporary mitigation actions are in place. A high-level survey has been done; however, we need an independent in-depth survey to fully estimate the cost of repair. Currently, repair is estimated at £150 -£177k exclusive of VAT. Refer to the back page of the report which gives details. The earliest possible

opportunity to do these works will be next summer 2025 for minimum disruption. Current remedial mitigations are working; we will ask an independent specialist if it is possible these will hold until summer 2025 and can report back. The F&GP Committee are agreeing in principle to approve the upper limit.

**Endorsed for Board approval.**

Fort William Windows – Doug Rattray

Note: Currently being Scoped out at about £96k including VAT for repairs – the plan is to include it in the budget for 2024/25. Will present a paper for the next F&PG budget year.

1. Property & Estates Review – Debbie Miller (Verbal Update)
2. Advanced Manufacturing Centre Fort William – Debbie Miller

Currently using equipment bought by grant and are now 18 months from commercialising the use of that equipment. There is an outstanding audit on the grant with potential claw back, we have appealed.

**A further report will be taken to a future F&GP Committee.**

NWH Estates Strategy (Working Package 2) – Debbie Miller

To be revisited at next F&GP Committee meeting on 21st August 2024 – agreed. Deferred to September Strategy Meeting in Inverness.

7. Health & Safety – Debbie Miller, report by Jim Hutton.

Verbal LR – trend analysis down on incidents and accidents.

Includes Work Related Stress (WRS) paper, ELT adoption of 12 step plan in WRS training. Healthy Working Lives is the overarching theme. As an Organisation, we must be awake to training requirements / revalidations, fire safety/ business continuity. Currently looking where H&S sits and will bring to August 2024 F&GP Committee meeting.

Lessons learned from incidents in report. Are appropriate risk assessments in place?

**Action - Lydia Rohmer to respond to the questions above via email to the Committee & report to F&GP in August 2024.**

**Action - Quarterly H&S Report and H&S Champion (Board Representative) – Debbie Miller to be flagged at Board meeting.**

A.O.B.

**None**

**Meeting Closed 1830**

**Date of next meeting – 21st August 2024**