

Committee	Finance and General Purposes Committee
Subject	Policy review – scope and timetable
Action requested	<input checked="" type="checkbox"/> For information only <input type="checkbox"/> For discussion <input type="checkbox"/> For recommendation <input type="checkbox"/> For endorsement <input type="checkbox"/> For approval
Summary of the paper	<p>A project is currently underway College-wide to review and update policies (where appropriate) for North, West and Hebrides.</p> <p>In-scope of this review are all finance policies, and the Finance team have identified 20 existing policies that need to be considered.</p> <p>In addition, the team have reviewed the existing policies from the perspective of completeness and have identified two new policies that need to be created.</p> <p>As part of the review the team will also look to subsume, where sensible, individual policies into broader policy categories.</p> <p>Two specific areas have been identified:</p> <ul style="list-style-type: none"> • Bank & cash – policies 11 to 15 • Student fees & debt management – policies 16 to 20 <p>Where a UHI policy exists this will be considered for adoption before a NWH specific policy is drafted.</p> <p>The policies have been grouped ‘by category’ and will be reviewed in the following order:</p> <ul style="list-style-type: none"> • Procurement & related – policies 7 to 10 • Payroll & related – policies 3 to 4 • Budget & capital – policies 5 & 6 • Treasury, bank & cash – policies 11 to 15 • Financial regulations & delegation – policies 1 to 2 • Student fees & debt – policies 16 to 20 <p>As completed, policies will be brought forward ‘by category’ for review and approval.</p> <p>The complete list of the individual policies is set out in the table below.</p>

Resource implications	None
Risk implications	Mitigation of a range of internal control and process risks for the College.
Date paper prepared	5 th March 2025
Date of Board / Committee meeting	5 th March 2025
Author	Kevin Mallett, Head of Finance
Link with strategy Please highlight how the paper links to the Strategic Plan	Meets compliance obligations
Island communities	N/a
Status (e.g., confidential, non-confidential)	Non confidential
Freedom of information	Yes
Consultation How has consultation with partners been conducted?	The relevant responsible officers were consulted with and provided updated management responses and revised implementation dates.

List of Individual policies

	Strategy / Policy	UHI policy	Status	Comments
1	Financial Regulations		Approved Jun-24	Propose review 01-Jun-25
2	Schedule of Delegation		Approved Jun-24	Propose review 01-Jun-25
3	Payroll		Legacy college policy	
4	Travel and Subsistence	✓	Approved 01-Sep-23	Propose review 01-Jun-25.
5	Budget		Legacy college policy	
6	Capital accounting		Legacy college policy	
New	Tax strategy			
7	Procurement		Drafted	Out for review
8	Counter Fraud		Drafted	Out for review
9	Anti Bribery	✓	UHI policy	Review UHI policy & consider adoption
10	Gifts and Hospitality	✓	UHI policy	Review UHI policy & consider adoption
New	Anti-money Laundering			
11	Treasury Management	✓	UHI policy	Review UHI policy & consider adoption
12	Bank Online Payments		Legacy college policy	
13	Cash Handling		Legacy college policy	
14	Credit Card		Legacy college policy	
15	Petty Cash		Legacy college policy	
16	Higher Education Fees Policy	✓	UHI policy	
17	Tuition Fees Refund & Withdrawal		Legacy college policy	
18	Fee Instalment		Legacy college policy	
19	Fee Waiver (FE)		Legacy college policy	
20	Debt Management		Legacy college policy	