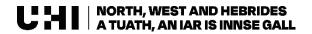
Committee	Finance and General Purposes Committee			
Subject	Policy review – scope and timetable			
Action requested	☐ For information only ☐ For discussion			
	☐ For recommendation			
	☐ For endorsement			
	☐ For approval			
Summary of the paper	A project is currently underway College-wide to review and update policies (where appropriate) for North, West and Hebrides.			
	In-scope of this review are all finance policies, and the Finance team have identified 20 existing policies that need to be considered. 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.			
	As part of the review the team will also look to subsume, where sensible, individual policies into broader policy categories.			
	Two specific areas have been identified:			
	 Bank & cash – policies 11 to 15 Student fees & debt management – policies 16 to 20 			
	Where a UHI policy exists this will be considered for adoption before NWH specific policy is drafted.			
	The policies have been grouped 'by category' and will be reviewed in the following order:			
	 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 			
	As completed, policies will be brought forward 'by category' for review and approval.			
	The complete list of the individual policies is set out in the table below.			



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	Meets compliance obligations			
Please highlight how the paper links to the Strategic Plan				
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
Financial Regulations		Approved Jun-24	Propose review 01-Jun-25
Schedule of Delegation		Approved Jun-24	Propose review 01-Jun-25
Payroll		Legacy college policy	
Travel and Subsistence	V	Approved 01-Sep-23	Propose review 01-Jun-25.
Budget		Legacy college policy	
Capital accounting		Legacy college policy	
Tax strategy			
Procurement		Drafted	Out for review
Counter Fraud		Drafted	Out for review
Anti Bribery	V	UHI policy	Review UHI policy & consider adoption
Gifts and Hospitality	V	UHI policy	Review UHI policy & consider adoption
Anti-money Laundering			
Treasury Management	V	UHI policy	Review UHI policy & consider adoption
Bank Online Payments		Legacy college policy	
Cash Handling		Legacy college policy	
Credit Card		Legacy college policy	
Petty Cash		Legacy college policy	
Higher Education Fees Policy	V	UHI policy	
Tuition Fees Refund & Withdrawal		Legacy college policy	
Fee Instalment		Legacy college policy	
Fee Waiver (FE)		Legacy college policy	
Debt Management		Legacy college policy	
	Financial Regulations Schedule of Delegation Payroll Travel and Subsistence Budget Capital accounting Tax strategy Procurement Counter Fraud Anti Bribery Gifts and Hospitality Anti-money Laundering Treasury Management Bank Online Payments Cash Handling Credit Card Petty Cash Higher Education Fees Policy Tuition Fees Refund & Withdrawal Fee Instalment Fee Waiver (FE)	Financial Regulations Schedule of Delegation Payroll Travel and Subsistence Budget Capital accounting Tax strategy Procurement Counter Fraud Anti Bribery Gifts and Hospitality Anti-money Laundering Treasury Management Bank Online Payments Cash Handling Credit Card Petty Cash Higher Education Fees Policy Tuition Fees Refund & Withdrawal Fee Instalment Fee Waiver (FE)	Financial Regulations Financial Regulations Approved Jun-24 Approved Jun-24 Approved Jun-24 Approved Jun-24 Legacy college policy Travel and Subsistence Approved 01-Sep-23 Budget Legacy college policy Capital accounting Legacy college policy Tax strategy Procurement Counter Fraud Anti Bribery Gifts and Hospitality Anti-money Laundering Treasury Management Bank Online Payments Cash Handling Credit Card Petty Cash Higher Education Fees Policy Tuition Fees Refund & Withdrawal Fee Instalment Fee Waiver (FE) Approved Jun-24 Legacy college policy UHI policy Legacy college policy UHI policy Legacy college policy