

**MINUTES of the MEETING of the BOARD OF MANAGEMENT held via Microsoft Teams, on Thursday 01 April 2021**

- PRESENT:** Sarah Burton, Robyn Kennedy, Innis Montgomery, Chris O'Neil, Kelly Mackenzie, Ruth McFadyen, Gillian Galloway, Samantha Cribb, Sally Blyth, Donald MacKenzie, Leanne MacKenzie, Arvinder Kainth, Mark Sheridan, Russell Edwards, Amy Goodbrand
- CHAIR:** Sarah Burton
- APOLOGIES:** Andy Gray, Tina Stones and Vivienne Mackie
- IN ATTENDANCE:** Assistant Principal – Finance and Audit  
Assistant Principal – Operations and External Relations  
Assistant Principal – Student Experience and Quality  
Assistant Principal – Academic and Research  
Board Secretary  
HR Manager  
Health and Safety Manager  
Finance Manager

**Declarations of Interest**

No declarations of interest were noted.

**Presentation - Results of the Staff Survey**

The HR Manager took the Board of Management through the results of the staff survey providing Board Members with the background to the survey and an explanation of proposed next stages. The Board of Management gave their thanks to the HR Team for such a comprehensive report.

**1. MINUTES OF THE BOARD OF MANAGEMENT MEETING HELD ON 18 FEBRUARY 2021**

**Decision:** The minutes of the Board of Management Meeting held on 18 February 2021 were **AGREED** as a correct record and were **APPROVED**.

**2. OUTSTANDING ACTIONS**

The Board of Management noted that there were two outstanding actions.

1. OSCR – It was noted that this item is included further within the Agenda.
2. Feedback on the Results of the Staff Survey

**Decision:** The Board of Management **AGREED** that both of these items could be removed from the list.

### 3. POLICY FOR APPROVAL

The Board of Management considered the updated Complaints Policy which has been recommended for approval by the LT&R Committee.

**Decision:** The Board of Management **AGREED** to the proposed changes to the Complaints Policy.

### 4. SCHEDULE OF BOARD AND COMMITTEE MEETINGS – 2021/22

The Board Secretary advised that a schedule of proposed dates for the Board and Committee Meetings for 2021/22 had been drafted in conjunction with both the calendar for NHC and the Academic Calendar. The Board of Management noted that following this schedule being drafted discussions had taken place with the EMT in relation to Committee Structures and it had been proposed that we look at the possibility of decreasing some of the Committee meetings to three a year.

A discussion took place with the Board of Management noting the need to be mindful of approval dates and the possibility that any decrease in amount of meetings could result in all remaining meetings being longer in length.

*The HR Manager left the meeting at this point.*

**Action:** The number of meetings for each Committee will be looked at as part of the proposed Committee and Agenda review that is due to take place in May 2021.

**Decision:** The Schedule of Board and Committee Meetings for 2021-22 was **APPROVED**.

### 5. OSCR RETURN

The Board Secretary advised that the OSCR return had been drafted. The Assistant Principal – Finance and Audit advised that we should include the Principal's salary as part of our response to question B4-b.

**Action:** The Assistant Principal – Finance and Audit will provide the Principal's salary information to facilitate the Board Secretary to update the return accordingly.

**Decision:** Pending the above update the Board of Management **APPROVED** the submission of the OSCR return.

### 6. DEVELOPMENT PLAN 2021-22

The Board Secretary advised that the Development Plan had been drawn up to address the recommendations within the External Effectiveness Review

## ITEM 01

and the review of the Code of Good Governance. The Board of Management noted that a Board Sub Group had met and reviewed the plan and recommended it for approval.

**Decision:** The Board of Management **APPROVED** the Development Plan for 2021-22.

### 7. **AUDIT COMMITTEE MATTERS FOR BOARD APPROVAL**

#### **Extension to Internal Auditors Contract**

The Board Secretary advised that at the March Audit Committee it had been agreed that we should extend our Internal Auditors Contract for a further year. The Board of Management noted that the Audit Committee felt that a full procurement process for Internal Audit was necessary and that a report and timeline for this process will be discussed at the June Audit Committee.

**Decision:** The Board of Management **RATIFIED** the decision to extend the Internal Auditors Contract for a year.

### 8. **SHARED FINANCE SERVICE**

The Assistant Principal – Finance and Audit welcomed the Finance Manager to the meeting.

The Board of Management were provided with a background to the Shared Finance Service, the input and output functions, our finance strategy, finance recovery, and project accounts noting the narratives which had been provided within the confidential report. A discussion took place which looked at both the long and short term risks which we face.

The Assistant Principal – Finance and Audit advised that he is confident that the Shared Finance Service can provide a robust service for both Colleges. The Board of Management gave thanks to the both the Assistant Principal – Finance and Audit and the Finance Manager for the report and for the work that they and the Finance Team had undertaken during the cyber incident.

*The Finance Manager left the meeting at this point.*

The Chair welcomed a lengthy discussion to consider Board Members thoughts on possible mergers and/or other shared services throughout the Partnership. This discussion focussed on:

- UHI Deficit
- Estates and Health and Safety
- Local community engagement
- Leadership, accountability and decision making

### 9. **COVID-19 AND PLANNING FOR 21/22**

#### **Report by Principal**

## ITEM 01

The Principal advised that his report had encapsulated how we are working, how we are informing our decision making and how we are capturing information.

A discussion took place with regards the further reopening of the campus. The Board of Management noted that we are currently constrained to a 5% occupancy level which is being strictly adhered to. From 5<sup>th</sup> April this constraint will ease and we have a system in place for incremental occupancy level increases.

The Board of Management gave their thanks to the Health and Safety Manager for all his work during the last year.

The Principal advised that planning for 21/22 has been affected by the cyber incident with some systems inaccessible or having limited accessibility. A lengthy discussion took place around the impact of this and Covid-19 with regards applications and progression data.

The Board of Management noted that further work on planning for 21/22 will take place as systems become available.

### **Additional Facility for Construction Delivery – Lease Approval**

The Principal provided background with regards the need for an additional facility and advised that we had capital monies available to rent this property but that confirmation of the rental had to be agreed by 31 March 2021. A discussion took place between the Chair of the Board of Management and Principal with regards this facility and a copy of the notes of this meeting were distributed as part of the papers. The Assistant Principal – Operations and External Relations highlighted the risks involved with renting this property and explained how we plan to mitigate these risks.

**Decision:** The Board of Management **APPROVED** the decision to lease an additional property to facilitate delivery of our construction classes.

## **10. PRINCIPAL'S REPORT**

The Principal spoke to his confidential reporting highlighting in particular the challenges we have faced following the cyber incident, the national EIS dispute, the new EMT team and the staff conference due to be held in June 2021.

The Board of Management commended the ICT for their extraordinary work following the cyber incident and congratulated the members of the EMT on their new appointments.

## **11. HEALTH AND SAFETY POLICY AND STATEMENT ANNUAL REVIEW**

The Health and Safety Manager advised the Board of Management that there was still additional work to be carried out on the Health and Safety

## **ITEM 01**

Policy following feedback from the Audit Committee in March 2021. However he highlighted the direction which we are taking with regards ownership of Health and Safety across the College and the implementation of HSG65 and the USHA HASMAP standard.

A discussion took place with regards both our approach and the UHI wide approach to Health and Safety, how we plan to roll out practical elements and ensure that we meet our targets and how Health and Safety will continue to be managed with an increasing level of occupancy on campus.

The Board of Management thanked the Health and Safety Manager for his report and congratulated him on his role as Chair of the UHI Health and Safety Practitioner's group.

### **12. PARTNERSHIP AND PARTNERSHIP COUNCIL UPDATE**

The Principal advised that his report sets out the context within which the Partnership Council is run, its remit and highlighted the blueprint which was presented on 25 February 2021 with regards how they plan to address the UHI deficit. The Board of Management noted that the UHI Financial Blueprint still requires a significant amount of work to be carried out and the final version of this will have to be approved by the SFC.

### **13. DRAFT MINUTES OF BOARD COMMITTEES**

The Board of Management noted the contents of the following minutes:

- Minutes of HR Committee held on 12 November 2020
- Minutes of LT&R Committee held on 17 November 2020
- Minutes of Joint Audit & F&GP Committee held on 27 January 2021
- Minutes of F&GP Committee held on 27 January 2021
- Minutes of Estates Legacy Committee held on 04 February 2021
- Minutes of Chairs Committee held on 04 March 2021
- Minutes of Audit Committee held on 09 March 2021

### **14. UHI COURT – QUARTERLY UPDATE FROM UHI SMT & ACADEMIC PARTNERS**

The Board of Management noted the contents of the following quarterly updates:

- 01 September 2020 – 30 November 2020
- 01 December 2020 – 28 February 2021

### **15. NOTES FROM REGIONAL STRATEGIC COMMITTEE MEETING**

The Board of Management noted the contents of the following minutes:

- Minutes of Meeting held on 01 September 2020
- Minutes of Meeting held on 05 November 2020

**16. HEALTH SAFETY AND WELLBEING MINUTES**

The Board of Management noted the contents of the Health, Safety and Wellbeing Minutes from 20 January 2021.

**17. AOCB**

The Chair advised that we have two members leaving the Board of Management – Andy Gray and Vivienne Mackie.

The Board of Management gave their thanks to Andy Gray for his time and commitment to the Board of Management, the F&GP Committee and the HR Committee.

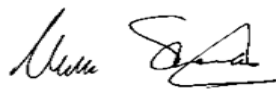
The Board of Management gave their thanks to Vivienne Mackie for all her work on the Board, the LT&R Committee and her role with HISA.

The Board of Management congratulated Ruth McFadyen on her re-election as HISA President and look forward to Bonnie Crawford joining the Board in due course. Congratulations were also extended to Julie Riviere.

**18. DATE AND TIME OF NEXT MEETING**

Tuesday 29 June 2021 at 4.30 p.m.

Signed Interim Chair



Date: 29 June 2021