

Meeting	Chairs Committee
Date and time	Thursday 26 May 2022 at 8.30 a.m.
Location	Hybrid - Via Microsoft Teams and Room 205 – Inverness Campus

Board Secretary

19 May 2022

AGENDA

Welcome and Apologies

Declaration of Interests and/or any Statement of Connections or Transparency Statements.

1. **MINUTES**
Meeting of the Committee held on 03 March 2022 (including Confidential Note CN-03-CC-2022)
2. **OUTSTANDING ACTIONS**
3. **PRINCIPAL UPDATE**
Verbal Update from Principal
4. **CHAIRS UPDATE**
Verbal Update from Committee Chairs
5. **PARTNERSHIP AGREEMENT UPDATE**
6. **UPDATE ON MEETING OF UHI PARTNERSHIP CHAIRS AND PRINCIPALS**
7. **GOVERNANCE CASE STUDY**
8. **INDUSTRY SUMMER EVENT**
9. **ROLE OF AUDIT CHAIR**
10. **GOVERNANCE UPDATE**
Report from Board Secretary
11. **AOCB**
12. **DATE OF NEXT MEETING – 01 September 2022 at 8.30 a.m.**

Board of Management

MINUTES of the MEETING of the CHAIRS COMMITTEE held via Microsoft Teams on Thursday 03 March 2022

PRESENT:	Donald MacKenzie, Mark Sheridan, Tina Stones
APOLOGIES:	Innis Montgomery & Gillian Galloway,
CHAIR:	Mark Sheridan
ATTENDING:	Principal Secretary to the Board of Management

The Chair of the Board of Management welcomed everyone to the meeting.

1. MINUTES

The minute of the Meeting of the Committee held on 04 November 2021 was **ACCEPTED** as a correct record and was **APPROVED**.

The Confidential Note of the Meeting (001-112021) held on 04 November 2021 was **ACCEPTED** as a correct record and was **APPROVED**.

2. OUTSTANDING ACTIONS

- Audit Committee Training – The Board Secretary advised that she would liaise with OnBoard Training over dates for **all** Board Members to undertake this training.
- Co-opting Members to the Audit Committee – The Board Secretary advised that we have co-opted a further member to the Audit Committee.
Decision: It was **AGREED** that this item could be removed from the list.
- Board Member Evaluations – Chairs were reminded that the deadline for completion of Board Member Evaluations has passed. Any outstanding evaluations will be progressed and completed as soon as possible.

3. PRINCIPAL UPDATE

The Principal provided Chairs with a verbal update in relation to new and continuing activity and discussions on the following took place:

- The sector pay disputes and expected industrial action resulting from these disputes.
- Restructure of the Shared Finance Service – Chairs noted that the restructure of the Finance Service had formed part of the Financial Recovery Plan (FRP). The restructure has been completed in terms of the first and second levels of staff within the shared service, but the final level of the structure has stalled,

and we are now liaising with unions. The Chair has met with union representatives and progress on this is expected to recommence. Chairs were advised that the unions have requested that our Regional Partnership Agreement (RPA) is addressed and whilst we are happy to take part in RPA negotiations; we have advised that the restructure must continue prior to these negotiations commencing.

- Sector Wide Issues - Chairs noted the change in attitude from both the Scottish Government and the SFC with regards the prospect of redundancies within the sector.
- FE Numbers – Chairs welcomed the increase in numbers for FE.
- Academic Year 22/23 – Chairs were advised that whilst it was too early for predictions our number of acceptances offered to students has shown an increase.
- Staff Resource Panel (SRP) – Chairs noted that the SRP remains critical to managing staff costs. Chairs were advised that there are some concerns with regards the number of administration and professional services support staff being recruited.
Action: A review of the Professional Services Costs now vs pre–Financial Recovery Plan will be carried out.
- Halls of Residence and convergence with UHI – a confidential discussion (CN-03CC-2022) took place with regards the halls of residence and convergence with UHI.

4. CHAIRS UPDATE

Learning, Teaching and Research Committee

The Chair of the Learning, Teaching and Research Committee advised that the Committee is making use of the creative space within meetings and are expecting a presentation on Research at the March meeting. Visits to both the Campus and the School of Forestry are due to be discussed at the March meeting.

Finance and General Purposes Committee

The Chair of the Finance and General Purposes Committee advised that the Joint Audit and Finance and General Purposes Committee meeting had been deferred from January to March.

Audit Committee

The Board Secretary highlighted that the Audit Committee would be held as a hybrid meeting.

5. GOVERNANCE UPDATE

The Board Secretary advised that the Teaching Staff Member Representative to the Board of Management will be subject to election with two nominations having been received. Chairs noted that the election form would be sent out to those eligible to vote via JISC survey with the election due to close on 16 March 2022.

The Board Secretary highlighted the need for the Committee Membership to be looked at following our successful recruitment campaign. Based on our current membership and our skills matrix Chairs allocated members to the appropriate committee(s).

Chairs discussed the term “Board Buddy”. It was noted that the term “Board Mentor” would be preferred.

Action: It was **AGREED** that this would be discussed during the March Board of Management Meeting to allow Board Members to discuss the requirement for this.

6. UPDATE ON CASE STUDY – GOVERNANCE AND INFORMATION RISK

Chairs were advised the case study would be presented to the Board and EMT on 22 March 2022 virtually via Microsoft Teams. It was noted that a representative from Anderson and Strathern would lead the case study. Chairs noted that the case study would provide all with an overview of governance and members accountability and roles as well as the background to the case and learning outcomes.

Chairs noted that briefing documents would be circulated to all prior to 22 March 2022.

7. UPDATED ANNUAL PROCUREMENT AND VALUE FOR MONEY REPORT

The Board Secretary advised that she had been liaising with the Head of Procurement, UHI Shared Service over this report which unfortunately had not been received in time for review by the Chairs Committee. It will therefore be reviewed at the March Finance and General Purposes Committee and taken to the March Board of Management meeting for final approval.

8. DATE OF NEXT MEETING

Thursday 02 June 2022 - 8.30 a.m.

Signed by Chair:

Date:

Outstanding Actions from Chairs Committee Meetings

Item	Action	Responsibility	Time Line	ACTIONED
03 June 2021				
Audit Committee Update – Audit Training	The Board Secretary will source appropriate audit training for all Board Members	Board Secretary	June 2022	
09 September 2021				
Governance Update – Board Member Evaluations	Chairs to finalise any outstanding Evaluations.	Chairs	Evaluations Deadline: 29.10.21 ASAP	
03 March 2022				
Principal’s Report: Staff Resource Panel	A review of the Professional Services Costs now vs pre-financial recovery plan will be carried out.	EMT	June 2022	
Governance Update – Board Mentors	The requirement for Board Mentors will be discussed as part of the Board of Management Meeting on 31 March 2022.	Board Secretary	31 March 2022	

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Subject/Title:	Governance Report
Author: [Name and Job title]	Lisa Ross Board Secretary
Meeting:	Chairs Committee
Meeting Date:	26 May 2022
Date Paper prepared:	19 May 2022
Brief Summary of the paper:	<p>This paper provides Chairs with an update on all governance matters that require to be carried out over the Summer Period including:</p> <ul style="list-style-type: none"> • Review of Code of Good Governance • Evaluation Reviews • Board of Management Training Plan
Action requested: [Approval, recommendation, discussion, noting]	Discussion

Item 07

Link to Strategy: Please highlight how the paper links to, or assists with:: <input type="checkbox"/> compliance <input type="checkbox"/> partnership services <input type="checkbox"/> risk management <input type="checkbox"/> strategic plan <input type="checkbox"/> new opportunity/change	Governance Compliance		
Resource implications:	Yes / No If yes, please specify: Training Costs		
Risk implications:	Yes / No If yes, please specify: Operational: Organisational: Risk implications to Governance if not compliant.		
Equality and Diversity implications:	Yes/No If yes, please specify:		
Student Experience Impact:	Yes/No If yes, please specify:		
Consultation: [staff, students, UHI & Partners, External] and provide detail			
Status – [Confidential/Non confidential]	Confidential		
Freedom of Information Can this paper be included in “open” business* [Yes/No]	No		
*If a paper should not be included within “open” business, please highlight below the reason.			
Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	
Its disclosure would substantially prejudice the commercial interests of any person or organisation (s33)		Its disclosure would constitute a breach of confident actionable in court (s36)	
Its disclosure would constitute a breach of the Data Protection Act (s38)	Y	Other (Please give further details)	

Further guidance on application of the exclusions from Freedom of Information legislation is available via

<http://www.itspublicknowledge.info/ScottishPublicAuthorities/ScottishPublicAuthorities.asp> and

http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf