



Board of Management

MINUTES of the MEETING of the BOARD OF MANAGEMENT held in the Boardroom, 1 Inverness Campus on Tuesday 20 June 2017

PRESENT:	Hazel Allen, Ollie Bray, Sarah Burton, Jaci Douglas, Andy Gray, Brian Henderson, Roddy Henry, Mick Longton, Helen Miller, Innis Montgomery, Gavin Ross, Gabriel Starr, Neil Stewart, Steve Walsh, John Wilson, Kate White
CHAIR:	Neil Stewart
APOLOGIES:	Lindsey Mitchell, Ryan McAdam, Fiona Neilson
IN ATTENDANCE:	Director of Organisational Development Director of Business Development Head of Curriculum Head of Student Services Head of Research Development Financial Services Manager Board Secretary
OBSERVERS:	Robert Berg, Carron McDiarmid, Tom Speirs

The Chair recorded his thanks to Louise James who had stepped down from the Board at the end of May. Louise had made a very valuable contribution to the Board since her appointment in 2011 and latterly as Chair of Learning and Teaching.

Declarations of Interest. Carron McDiarmid, being an employee of Highland Council, declared an interest in agenda items 7, 12 and 15. Kate White declared an interest in agenda item 8.

The Chair asked if any board member wished to raise anything under the items on the agenda which were for noting only. He asked the board members to take particular note of their role in equality and diversity.

1. MINUTES

The Minutes of the Meeting of the Board of Management held on 28 March 2017 were accepted as a correct record, were **APPROVED** and signed by the Chair.

2. APPOINTMENT OF PRINCIPAL

The Chair gave a brief summary of the recruitment process for the new Principal and Chief Executive and thanked those Board members who had attended the presentations and evening reception. Following the two day selection process on 25 and 26 May, the selection panel had agreed to appoint Professor Chris O'Neil. His start date would be 1 September 2017 but he was already making contacts and would be visiting the college at the beginning of July.

The Board of management formally **RATIFIED** the decision to appoint Professor Chris O'Neil as Principal and Chief Executive.

3. **REVENUE BUDGET 2017/18**

At its meeting on 12 June 2017, the Finance and General Purposes Committee had considered the draft revenue budget for 2017/18 and had recommended it to the Board of Management for approval.

The Committee had noted that the most significant risk for 2017/18 related to the impending pay award implementation in relation to teaching staff and the resulting impact this would have on support staff negotiations. The Committee had also expressed concern about the ongoing position regarding the deferred grant and the required accounting in respect of the new campus arrangements which was likely to put the college in a position of reporting a deficit for a number of years.

The Financial Services Manager confirmed that there would be considerable pressure on the budget and that all budget holders would be under scrutiny to achieve their budget targets for 2017/18.

The Board of Management **APPROVED** the 2017/18 revenue budget.

4. **CAPITAL EXPENDITURE PLAN – 2017/18**

A report by the Financial Services Manager provided a high level capital budget for 2017/18. The FE capital and maintenance grant of £126,846 had been agreed by FERB and the HR capital grant had been set at £160,462, giving a total capital budget of £287,308. The three categories of capital expenditure were ICT equipment, general equipment and buildings.

Further work would be undertaken to identify the projects which should be funded in 2017/18 but the Financial Services Manager advised that it was probable that the College would require to seek funds from the Arms Length Foundation (ALF) to supplement the budget figure.

The Board of Management **AGREED**

1. that the capital projects identified at the Scottish School of Forestry which would not be achieved in 2016/17 be the first call on the buildings capital in 2017/18
2. that a list of projects should be identified as soon as possible to ensure that all funds were spent by the 31 March 2018 deadline
3. to **APPROVE** the capital expenditure plan for 2017/18

5. **FEES AND CHARGES 2017/18**

The Finance and General Purposes Committee held on 12 June 2017 had considered the proposed schedule of part time FE fees, nursery fees and other course fees for 2017/18 and had recommended them to the Board of Management for approval, subject to the Financial Services Manager providing further justification and risk analysis of the increase in FE fees.

The Board of Management **APPROVED** the schedule of part time FE fees, nursery fees and other course fees for 2017/18 and **AGREED** that management set the commercial fees in year, taking account of market conditions but that monitoring of income be reported to the Finance and General Purposes Committee each quarter.

6. **APPOINTMENT OF INTERNAL AUDITORS**

A report by the Secretary to the Board set out the background to and the process which had been followed for the selection of the preferred supplier of internal audit services to the College with effect from 1 August 2017.

The Chair of the Audit Committee thanked her fellow panel members for being part of a very robust process and confirmed that the tenders had been evaluated on quality, skills, technical and financials. BDO LLP had shown that they would take into account the strategic risk perspective in their audit approach and the panel recommended BDO LLP be appointed to supply internal audit services to the college.

The Board of Management **AGREED** that BDO LLP be appointed to supply internal audit services to the college for a period of three years at a cost of £60,480 with effect from 1 August 2017 and with the option to extend by two further one year periods.

7. **UNDERPINNING STRATEGIES and KPIs**

An extensive strategic planning process involving the Board, staff, students and external stakeholders had resulted in the publication in January 2017 of the college's Strategic Plan 2017-20. The plan focussed on 'opportunity and growth' over the next three years of the college's development under six strategic themes.

A number of supporting strategies had been revised or created to ensure the strategic aims were reflected in specific college strategies and then embedded in operational planning and activity. The Board of Management had asked for the supporting strategies to be considered through the relevant Board committees and this had been achieved in the last two cycles of committee meetings, with the exception of the ICT strategy.

The Board of Management **APPROVED** the following supporting strategies

- Learning and Teaching
- Quality Assurance and Enhancement
- Student Engagement
- Access and Inclusion
- Research
- Organisation and Professional Development
- Procurement
- Business Development
- Marketing and Communications

The Board of Management also **APPROVED** the Estates and the ICT Strategies, subject to some amendments being made and further information added.

Following discussion the Board **AGREED** that a half day event be held to review the KPIs

Brian Henderson left the meeting

8. NATIONAL BARGAINING

A report by the Acting Principal provided some background information on the college sector national pay bargaining as well as details of the most recent information on the agreement which had been reached by the National Joint Negotiating Committee on 19th May 2017. The Acting Principal advised that, following a meeting on 19th June, the Employers Association had

1. Agreed to pay in July the first 25% of migration to the new national pay scale for unpromoted lecturing staff, backdated to April 2017.
2. Further agreed to carry out the agreed job matching and pay migration process for existing promoted staff by December 2017 and
3. Agreed in principle to ratify the May 2017 agreement and that final ratification of terms and conditions would be subject to consideration of funding available to the sector following the Scottish Government Spending Review, positive conclusion of negotiations with the EIS-FELA and the Equality Impact Assessment.

The staff side had to accept the agreements reached above and the level of funding which UHI would receive had still to be clarified.

The Chair thanked the Acting Principal and the Director of Organisational Development as well as other key staff on the work which had been undertaken to ensure the college had provided all the costs and figures which had been requested. He was pleased to note that in terms of governance, a fully funded settlement would be forthcoming for the first 25% of the migration to the new national pay scale.

9. STUDENT REPRESENTATION: ICSA/HISA

A report by the Acting Principal presented the outcome of the formal negotiations between ICSA and HISA regarding representation of students enrolled at Inverness College UHI as well as outlining any additional considerations, including staffing.

The Board of Management formally **APPROVED** the decision by the IC Student Representative Council at their AGM on 25 May 2017 that ICSA disband and that the responsibility for student representation be taken on by HISA with effect from 1 July 2017. The Board of Management also **AGREED** that one member of staff be seconded to HISA, by way of a secondment agreement between Inverness College UHI and HISA, for one year from 1 July 2017 to 30 June 2018, with formal TUPE transfer consultations starting in December 2017 with a view to transferring said member of staff to HISA with effect from 1 July 2018

Gabriel Starr and Robert Berg left the meeting

10. COMMITTEE MEMBERSHIP AND APPOINTMENT OF CHAIR, VICE CHAIRS AND SENIOR INDEPENDENT MEMBER

The Chairs Committee on 13th June 2017 had considered the role of the Senior Independent Member, the requirement to fill the vacant Chair's position on Learning and Teaching and the appointment of Vice Chairs to all the committees for succession planning purposes. In addition, the committee membership had been updated to include the new member Ollie Bray and co-opted member, Tom Speirs.

The Board of Management **APPROVED** the appointment of

1. Steve Walsh as Senior Independent Member
2. Hazel Allen to the New Campus Project Board
3. Sarah Burton as Chair of the Learning and Teaching Committee
4. Vice Chairs as follows
 - Audit – Jaci Douglas
 - Human Resources – Lindsay Mitchell
 - Learning and Teaching – Ollie Bray
 - Finance and General Purposes – Gavin Ross

and also **APPROVED** the committee membership as outlined in the Excerpt from the Minutes of the Meeting of the Chairs Committee.

11. RATIFICATION OF SCHEDULE OF MEETINGS FOR 2017-18

The Board Secretary referred to the proposed Schedule of meetings for 2017-18.

The Board of Management **APPROVED** the schedule of meetings for 2017/18 subject to the meeting of the Board of Management scheduled for 12th October 2017 being moved to 26th October 2017.

12. ACTING PRINCIPAL'S REPORT

The Acting Principal spoke to his report which included information on

- Student activity
- New Campus, including Inverness Campus, GTFM performance and the Longman Campus
- FE Student Retention and Attainment Project
- Student Residences
- Student of the Year Awards
- Staff Conference

The Board of Management **NOTED** the report.

13. RISK REGISTER

A report by the Acting Principal referred to the risk register which had been reviewed by each of the Committees in the last cycle of meetings. He confirmed that the senior team would carry out a comprehensive review of the register over the summer period, taking account of the comments from the Committees as well as the agreed underpinning strategies and associated KPI's and present it to the board at its meeting in October.

The Board of Management **NOTED** the position.

14. DRAFT MINUTES OF MEETINGS OF BOARD COMMITTEES

The Board **NOTED** the meetings of the following committee meetings as follows:

- a) New Campus Project Board – 30 March 2017
- b) Performance Review and Remuneration Committee – 30 March 2017
- c) Chairs Committee – 30 March 2017
- d) Audit Committee- 29 May 2017
- e) Learning and Teaching Committee – 30 May 2017
- f) Human Resources Committee – 1 June 2017

- g) Finance and General Purposes Committee – 12 June 2017
- h) Chairs Committee – 13 June 2017
- i) Performance, Review and Remuneration Committee – 13 June 2017

The following two items were included in the agenda for noting only and therefore no discussion took place at the meeting.

15. REGIONAL OUTCOME AGREEMENT 2017-2020

A copy of the Regional Outcome agreement 2017-20 was provided for members.

16. EQUALITIES CHALLENGE UNIT – BRIEFING PAPERS

- a) Scottish Board Members role in Equality and Diversity
- b) 2016 amendments to the specific duties and implications for colleges

17. AOCB

a. LONGMAN DISPOSAL PROJECT BOARD

The Director of Organisational Development advised that the College had to establish a Project Board to oversee the governance arrangements for the disposal and demolition of the Longman Building. Peter Baxter of Gardiner Theobald had been appointed as Project Manager. Draft Terms of Reference had been prepared and would be circulated to the Board members for approval by e mail.

The Board of Management **AGREED** to the establishment of a Project Board to oversee the disposal and demolition of the Longman Building and further agreed that the membership should mirror the membership of the New Campus Project Board. Board approval would be sought by e mail on the draft terms of reference.

b. THREAT OF TERRORISM

In answer to a question from a member, it was **AGREED** that it would be appropriate for the Board to receive a briefing on the threat of terrorist attacks by a member of Police Scotland at the October Board meeting. The Director of Organisational Development advised that she could also advise members of the Board of the dates on which WRAP training (Workshop to Raise Awareness about PREVENT) was scheduled to take place in the college.

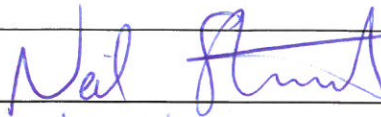
18. DATE AND TIME OF NEXT MEETING

Thursday 26th October 2017 at 4.30 p.m.

The Chair, on behalf of the Board, thanked the Depute Principal for taking on the role of Acting Principal for the three month period until 1 September 2017 when the new Principal would commence, thus providing the college with stability during the transition process.

The Chair, again on behalf of the Board, thanked the Director of Organisational Development for not only taking on the additional responsibilities of Estates and ICT during this period of transition but for the excellent work which had been carried out, especially in relation to the estates function.

Signed by the Chair:



Date:

26/10/2017

