

Meeting	Chairs Committee
Date and time	Thursday 01 June 2023 at 8.15 a.m.
Location	Online - Via Microsoft Teams

Board Secretary

25 May 2023

AGENDA

Welcome and Apologies

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

1. MINUTES

a.) Meeting of the Committee held on 02 March 2023

b.) Confidential Note of Chairs Discussion (CN-01-032023) held on 02 March 2023

2. OUTSTANDING ACTIONS

3. PRINCIPAL UPDATE

Verbal Update from Principal

4. CHAIRS UPDATE

Verbal Update from Committee Chairs

5. REVIEW OF SKILLS MATRIX AND COMMITTEE MEMBERSHIP

Report from Governance Officer

6. BOARD MEMBER EVALUATIONS

Report from Governance Officer

7. AOCB

8. DATE OF NEXT MEETING – 31 August 2023 at 8.30 a.m.

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MINUTES of the MEETING of the CHAIRS COMMITTEE held via Microsoft Teams on Thursday 02 March 2023

PRESENT: Mark Sheridan, Dee Bird, Donald MacKenzie, Tina Stones and Innis Montgomery
APOLOGIES: None
CHAIR: Mark Sheridan
ATTENDING: Principal
Governance Officer

The Chair welcomed everyone to the meeting.

There was no declaration of interests, statements of connection or transparency statements noted.

1. MINUTES

a.) Minutes of the Meeting of the Committee held on 03 November 2022

The Committee thanked the Principal's PA for attending the meeting on 03 November 2022 and taking minutes.

The minute of the Meeting of the Committee held on 03 November 2022 was **ACCEPTED** as a correct record and was **APPROVED**.

b.) Confidential Note of the Ad Hoc Chairs Meeting held on 01 February 2023

The Confidential Note of the Ad Hoc Chairs Meeting held on 01 February 2023 was **ACCEPTED** as a correct record and was **APPROVED**.

2. OUTSTANDING ACTIONS

- Audit Committee Training – The Governance Officer advised that this would form part of the Board Development Plan which will be taken to the Board of Management Meeting on 28 March 2023 for discussion. The Audit Chair highlighted the importance of ensuring that all on the Board understand audit.
- Efficiency Review – Chairs noted that a review of the Professional Services Costs now vs pre-financial recovery plan is to be conducted.

- F&GP Committee Members Evaluation Process – The Governance Officer advised that reminders had been sent out to all relevant Board Members in respect of the annual evaluation process.

Decision: It was **AGREED** that this item can be removed from the list as the Board Evaluation Process will begin again in June 2023.

- Review of Annual Strategic Plan – The Governance Officer reiterated to Chairs that the Board will continue to review the strategic plan and consider how this maps onto the UHI 2024 Revitalisation Programme.
- Update from Partnership Conference – Chairs noted that this will be discussed further at the June meeting and a decision on whether this will be arranged for the June Board of Management Meeting will be agreed then.

The Principal joined the meeting.

- LT&R Committee – The Governance Officer advised that there has been a change in management at HISA with an Interim CEO now in position. The Chair of the LT&R Committee advised that she has contacted the Interim CEO via LinkedIn. Chairs noted that it is hoped that HISA will present to the LT&R Committee in June 2023.
- Travel – The Principal advised that he had written to Stagecoach and that since then, the Council had become involved in the issue of buses. Chairs were advised that feedback from students is that the service has improved.
Decision: It was **AGREED** that this item can be removed from the list.

3. PRINCIPAL UPDATE

The Principal provided Chairs with an update in respect of:

Education Scotland

Chairs noted that we have received an excellent report from Education Scotland following their visit, which highlighted both the atmosphere of the campus and the engagement of all staff and students.

Shared Finance Service

Chairs held a confidential discussion around the Shared Finance Service (CN-01-032023).

Chairs noted that the Executive Team had started preparations for the upcoming BDO Internal Audits and that the Vice Principal – Student Experience and Quality would be joining the Audit Committee.

Action: Dates for the postponed March Audit and Finance and General Purposes Committees are to be arranged.

Student Application Process

The Principal advised that he had undertaken the process for enrolling on a course with us and two other institutions. Chairs were advised that this was done to understand the differences between our current procedure and that of others as students have highlighted that our procedure is difficult and complex.

Chairs were advised that during the application process:

- our FE drop-out rate is 11%
- the partnership FE drop-out rate is 15%.
- our HE drop-out rate is 44%
- the partnership HE drop-out rate is 49%
- there is a further 5%, who delete their application completely.

Chairs noted that our procedures are complex and that the application process took around 35 minutes to complete. The Principal provided Chairs with comparison times for the other institutions and Chairs noted the procedure which others follow and how they differentiate between the application and enrolment process.

Chairs were advised that out of the 2,044 HE applications that begun last year, 1,000 of these ceased during the process and that most applications halted at the point where qualifications were required to be uploaded.

Chairs noted that as UHI must increase our recruitment by 5%, steps require to be taken to ensure that we are not hindering students from entering the application process.

Chairs noted that this issue has been raised by the Principal at Partnership Council.

Dee Bird left the meeting.

4. CHAIRS UPDATE

Board of Management

The Chair advised that a recruitment exercise was taking place. Chairs noted that we had received a good response to our advert and that an interview panel had been agreed. Chairs noted that we were looking to appoint 1 Non-Executive Member as well as additional Co-opted members.

HR Committee

The Chair of the HR Committee advised that the HR agenda for the meeting being held on 23 March had been set. Chairs noted that the meeting would include a Professional Development update, Talent Management update, National Bargaining, quarterly HR Report and an employment law update.

Chairs noted that potential industrial action and the cost of living remain a concern for the Committee.

Audit Committee

The Chair of the Audit Committee advised that a date for the postponed Audit Committee is to be set. The Chair advised that she has undertaken the CDN Audit Committee training. Work will be undertaken to ensure the strength of the Committee membership and to ensure that we have a succession plan in place.

Finance and General Purposes Committee

The Chair of the Finance and General Purposes Committee advised that a date for the postponed meeting is to be set and that the Finance Committee will work closely with the prospective new finance structure.

Learning, Teaching and Research Committee

The Governance Officer advised that the agenda for the LT&R Committee had been set and that as part of their creative space the Enhancement Leads, Professional Development Manager and the Vice Principal – Student Experience and Quality would provide the Committee with a presentation on Learning and Teaching Enhancement.

5. DATE OF NEXT MEETING

Thursday 01 June 2023 - 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 Governance Officer will source appropriate audit training for all Board Members. This will form part of the Board Development Training Plan	Governance Officer	March 2023	
03 March 2022				
Efficiency Review	A review of the Professional Services Costs now vs pre-financial recovery plan will be conducted as part of our effectiveness review.	EMT	Summer 2023	
01 September 2022				
Review of Annual Strategic Plan	The Annual Strategic Plan Review Report was discussed at BOM on 25 October alongside the sub strategies. We will continue to monitor the strategic plan and consider how this maps onto UHI 2024.	Principal	Ongoing	
Update from Partnership Conference	A Principal from one of the merger colleges is to be invited to speak to the Board of Management to provide the Board with additional insight to the merger. This will be discussed further at the June meeting and a decision on whether this will be arranged for the June Board of Management meeting will be agreed at this time.	Chairs	June 2023	

ITEM 02

03 November 2022				
Chairs Update – LT&R Committee	<p>The Chair of the LT&R Committee to arrange a meeting with the Chief Executive of HISA to discuss them presenting at the LT&R Committee.</p> <p>Following the change in Management at HISA, the Chair of the LT&R has contacted the Interim CEO via LinkedIn. Chairs noted that it is hoped that HISA will present to the LT&R Committee in June 2023.</p>	LT&R Chair	June 2023	

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Subject/Title:	Review of Skills Matrix and Committee Membership
Author: [Name and Job title]	Lisa Ross Governance Officer
Meeting:	Chairs Committee
Meeting Date:	01 June 2023
Date Paper prepared:	24 May 2023
Brief Summary of the paper:	This paper provides Chairs with the current Skills Matrix of Board Members and the current Committee Membership.
Action requested: [Approval, recommendation, discussion, noting]	Discussion

Item 05

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			
Resource implications:	Yes / No If yes, please specify:		
Risk implications:	Yes / No If yes, please specify: Operational: Organisational: Governance Risk if Committee's are not quorate.		
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	N/A		
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)	X	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

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Subject/Title:	Board Member Evaluations
Author: [Name and Job title]	Lisa Ross Governance Officer
Meeting:	Chairs Committee
Meeting Date:	01 June 2023
Date Paper prepared:	24 May 2023
Brief Summary of the paper:	This paper provides Chairs with an update in respect of the annual Board Member Evaluations exercise.
Action requested: [Approval, recommendation, discussion, noting]	Discussion

Item 06

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)	

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