UHI | INVERNESS

Meeting	Chairs Committee
Date and time	Tuesday 17 March 2026 at 8.30 a.m.
Location	Microsoft Teams

Governance Officer
24 February 2026

AGENDA

The timings on this agenda are indicative only and may extend beyond times highlighted.

Welcome and Apologies

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

ITEMS FOR DECISION

08:30 – 08:35 **1) MINUTES**
a.) Minutes of the Chairs Committee Meeting held on 11 December 2025
b.) Confidential Note (CN-CH-01-122025) of the Chairs Committee Meeting held on 11 December 2025
c.) Confidential Note (CN-CH-02-122025) of the Chairs Committee Meeting held on 11 December 2025
d.) Minutes of the Extraordinary Confidential Chairs Committee Meeting held on 11 February 2026
e.) Minutes of the Extraordinary Confidential Chairs Committee Meeting held on 16 February 2026

08:35 – 08:40 **2) OUTSTANDING ACTIONS**

08:40 – 08:50 **3) SKILLS MATRIX – NEW TEMPLATE (CONFIDENTIAL)**
Report by Governance Officer

a.) Skills Matrix – new template
b.) Skills Knowledge & Experience Self-Assessment Guidance

ITEMS FOR DISCUSSION

08:50 –09:05 **4) PRINCIPAL'S UPDATE (CONFIDENTIAL)**
Verbal Report by the Principal

09:10 – 09:30 **5) CHAIRS UPDATE**
Verbal Reports from Committee Chairs

09:30 – 09:45 **6) TRANSFORMATION UPDATE**
Joint Verbal Report by the Chair of the Board and the Principal

09:45 – 09:55 **7) CALENDARS OF SUBMISSION (CONFIDENTIAL)**
Report by Governance Officer

a.) Board of Management
b.) Audit Committee
c.) Chairs Committee
d.) FGP Committee
e.) HR Committee
f.) LTR Committee
g.) PRR Committee

FOR NOTING

09:55 – 10:00 **8) AOCB**

9) DATE AND TIME OF NEXT MEETING
Thursday 18th June 2026 at 8.30 a.m.

If any member wishes to add an item of business to the Agenda, please inform the Chair and the Governance Officer as soon as possible. Additional items of business will only be considered for inclusion in the agenda in advance of the start of the meeting.

UHI | INVERNESS

Subject/Title:	Outstanding Actions
Author: [Name and Job title]	Ludka Orlowska-Kowal Governance Officer
Meeting:	Chairs Committee
Meeting Date:	17 March 2026
Date Paper prepared:	10 March 2026
Brief Executive Summary of the paper:	This paper provides the Chairs Committee with an update on all outstanding actions. The status of the actions has been clearly marked, with updates provided for outstanding actions.
Action requested: [Approval, recommendation, discussion, noting]	Discussion and Noting.
Link to Strategy: Please highlight how the paper links to, or assists with:**:** □ compliance □ partnership services □ risk management □ strategic plan □ new opportunity/change	Governance Compliance
Resource implications:	Yes / No **If yes, please specify**:
Risk implications:	Yes / No **If yes, please specify:** Operational: Organisational:
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]	Non-Confidential
Freedom of Information Can this paper be included in "open" business* [Yes/No]	Yes
*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)		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

Purpose of the report

To provide the Chairs Committee with an update on all outstanding action.

Executive Summary

The Chairs Committee oversees and monitors the progress of all actions and recommendations raised to date. The status of the actions has been clearly marked, with updates and comments provided for outstanding actions. The Governance Officer monitors the action progress and contacts all actions owners for updates on a regular basis.

Progress update:

- Chairs Committee action list:
  - ✓ 1 outstanding action
  - ✓ 1 complete action

17/03/2026 Chairs Committee Action List

ITEM 02.a

Action	Academic Year	Status	Finding	Recommendation	Recommendation Significance	Implementation Date	Responsible Officer	Comments
1	2021/22 03/03/2022	Ongoing	**Efficiency Review:** A review of the Professional Services Costs now vs pre-financial recovery plan will be conducted as part of our effectiveness review.	This issue will continue to be monitored over the upcoming year in respect of workload analysis and our Talent Management Process.	Moderate	June 2024	EMT	**Update at 18/09/2025:** Talent Management process has been completed and mapped into the financial plan.
5	2025/26 11/12/2025	Complete	**Principal's Update:** All the Chairs suggested that a solution led response in regard to raised concerns of the transformation project should be presented to the UHI Court.	Board's feedback about expectations, questions and evidence and impact, and Green Book's compliance to be raised with the Chair of UHI Court.	High	December 2025	Chair of the Board	**Update at 16/12/2025:** Meeting scheduled for Friday 19/12/2026. **Update at 22/01/2026:** Collated feedback to the FBC submitted to EO.