

**MINUTES of the MEETING of the CHAIRS COMMITTEE held in the Board Room,  
1 Inverness Campus on Thursday 25 February 2016**

**PRESENT:** Hazel Allen, Elaine Harris, Louise James, Neil Stewart,  
John Wilson  
**CHAIR:** Neil Stewart  
**APOLOGIES:** -  
**ATTENDING:** Depute Principal  
College Secretary

**1. MINUTES**

The Minutes of the Meeting held on 6<sup>th</sup> November and of the Special Meeting held on 28 January were **AGREED** as correct records, were **APPROVED** and signed.

**2. GOVERNANCE**

The College Secretary referred to the Membership and remit of the Good Governance Task Group chaired by the Cabinet Secretary for Education and Lifelong Learning. The Task Group would make recommendations by early 2016 on further measures to improve college governance and to instil greater confidence therein.

The Committee **NOTED** the position.

The College Secretary referred to the Further and Higher Education (Scotland) Act 1992 which set out, expressly in Section 12 and Schedule 2, the constitutional arrangements to be followed by incorporated colleges. Both these provisions had direct legislative effect so there was no requirement for incorporated college Boards to do anything for those provisions to have force in a college. It had been the norm, however, for Colleges to adopt constitutions as part of their governance manual.

Given the changes within the Post 16 Education (Scotland) Act 2013, incorporated colleges had expressed a desire to have relevant provisions in one place and the Scottish Government had produced a guide which brought together key pieces of legislation relating to the key functions, constitution and proceedings of Boards of Management.

The Committee **NOTED** the guide meantime and **AGREED** to await further advice on this matter.

**3. ETHICAL STANDARDS FRAMEWORK**

The College Secretary referred to three guidance documents which had been produced by the Standards Commission for Scotland on the role of Standards Officers within the Ethical Standards Framework together with advice for Board Members on the use of social media and on their relations with

employees. The aim of the advice notes was simply to supplement any guidance or rules a body might have in place already.

The Committee **AGREED** that the guidance notes be included within the Agenda for the next Board meeting and that in future they form part of the induction for new Board Members.

*Hazel Allen entered the meeting.*

#### **4. EDUCATIONAL INSTITUTE OF SCOTLAND**

A letter dated 11<sup>th</sup> February 2016 had been sent to all College Chairs from the Educational Institute of Scotland on the current pay dispute relating to lecturing staff posts. EIS had suggested that the College would be in breach of the National Recognition and Procedure Agreement if the 1% pay increase was imposed on lecturing staff.

The Depute Principal referred to the process which had been set up between the management side and the Unions

The Committee recognised the position of EIS but in noting the position, agreed to take no action as it was up to the Management side to continue with negotiations

#### **5. UHI STRATEGY GROUP MEMBERSHIP**

The Depute Principal referred to the recent communication which advised of the membership of the UHI Strategy Group which had been set up to look at options which would better equip the university partnership to address the challenging times ahead. Two academic partner Principals and two Chairs were members of the group. Neither the Principal nor the Chair of Inverness College UHI had been appointed. Janet Adams, a member of lecturing staff from Inverness College was one of the two staff members on the group whose names had been “pulled out of the hat”.

The Chair of the group, Marlene Wood had contacted the Chair and the Principal to set up a meeting to begin the engagement process. The outcome of any meetings would be shared with the Board.

The Committee **NOTED** the position.

#### **6. NEW CAMPUS**

The Depute Principal advised that the College had been approached by Morrisons with an informal suggestion to the effect that that if the college back dated the start of the unitary charge payments then Morrisons would drop the compensation event and remove the cost of the flues from the Group 2 costs.

The Committee **NOTED** the terms of the approach.

It was acknowledged that a meeting of the New Campus Project Board would be required if Morrisons put forward a formal proposal. Thereafter, once all the outstanding issues had been addressed, it would be appropriate to review the remit of the NCPB.

**7. DATE AND TIME OF COMMITTEE MEETINGS**

The Chairs would consult with the members of their Committees during the current committee cycle to determine the best day and time for committee meetings.

**8. DATE OF NEXT MEETING**

Thursday 19<sup>th</sup> May 2016 at 8.45 a.m.

Signed by the Chair: \_\_\_\_\_

*Neil Sturt*

Date: \_\_\_\_\_

19 / 05 / 2016