

**MINUTES of the MEETING of the CHAIRS COMMITTEE held in the Board Room,
1, Inverness Campus on Tuesday 13 June 2017**

PRESENT: Hazel Allen, Brian Henderson (by VC), Neil Stewart, John Wilson
CHAIR: Neil Stewart
APOLOGIES: -
ATTENDING: Acting Principal
Secretary to the Board of Management

The Chair thanked everyone for attending this meeting which had been rescheduled from Thursday 8th June.

1. MINUTES

The minutes of the Meetings of the Committee held on 23 February and 30 March were **ACCEPTED** as a correct record, were **APPROVED** and signed by the Chair

2. SUCCESSION PLANNING – CONSIDER POSTIONS OF SIM, CHAIRS AND VICE CHAIRS

The Committee 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 Committee **AGREED** that

1. Steve Walsh be asked to take on the role of Senior Independent Member
2. That Hazel Allen be appointed to the New Campus Project Board and that with this addition, the Committee membership, as outlined in the report be approved.
3. Sarah Burton be asked to take on the role of Chair of the Learning and Teaching Committee
4. That the following Members be asked to take on the position of Vice Chair of the committees as follows
 - Audit – Jaci Douglas
 - Human Resources – Lindsay Mitchell
 - Learning and Teaching – Ollie Bray
 - Finance and General Purposes – Gavin Ross

and if all members accepted the roles offered, to recommend this to the Board of Management for approval.

3. **CODE OF GOOD GOVERNANCE CHECKLIST – OUTSTANDING ITEMS**

A report by the Secretary to the Board of Management highlighted a number of actions which had to be completed to ensure that the College fully complied with the Code of Good Governance for Scotland's Colleges.

The Committee **AGREED** that an action list identifying timelines and the responsible person be developed in order to take this forward.

The Chair advised that there was an AOB item to be discussed and he suggested that it be taken as the next item on the agenda. This was agreed.

The VC link with Brian Henderson ended midway during discussion of the following item.

4. **NATIONAL BARGAINING**

The Acting Principal provided an update on the national bargaining negotiations which were changing on a daily basis.

The cost to the College of paying the first instalment of 25% to promoted and un promoted lecturers was estimated to be around £297K. The Committee **AGREED** that any pay deal had to be fully funded and that the Board of Management would be failing in its governance role if it sanctioned any pay deal which resulted in the College having to record a deficit budget.

Any agreement for class contact time of 23 hours plus 1 (plus 1 being for a maximum of 8 weeks) would mean a substantial decrease in the number of teaching hours available. The College would be required to review the local remission framework in light of this change.

The Committee **AGREED** to mandate the Acting Principal that, in future discussions, the position of the College was that any pay deal could not be approved unless it was fully funded.

5. **PUBLICATION OF AGENDAS, PAPERS AND MINUTES**

The Secretary to the Board advised that the CDN Secretary to the Board Steering Group had produced a paper which provided recommendations on a way forward in relation to the publication of papers, to enable colleges to take a broadly consistent approach, and one that was manageable for Board Secretaries. This was a requirement under the Code of Good Governance for Scotland's Colleges.

The Secretary to the Board had accessed a report showing the amount of web traffic in terms of page views to the Board and Committee agendas and papers over the last 6 month period. The page views were minimal but would be kept under review.

The Committee discussed the paper and **AGREED** that it was appropriate for the papers to be published as one combined pdf and that where any paper was exempt from publication, the whole paper be withheld, rather than redacting relevant parts.

6. BUDDY/MENTORING OF NEW BOARD MEMBERS

A report by the Secretary to the Board of Management outlined the main benefits of a buddy arrangement between an established and a new board member.

The Committee **AGREED** that the following buddy arrangements be put in place.

Sarah Burton	Neil Stewart
Andy Gray	John Wilson
Carron McDiarmid	Hazel Allen
Innis Montgomery	Brian Henderson
Fiona Neilson	Mick Longton
Ollie Bray	Steve Walsh
Tom Speirs	Gavin Ross

7. DATE OF NEXT MEETING

It was agreed to cancel the meeting scheduled for Thursday 13th July 2017

Signed by the Chair: <u>Neil Stewart</u>
Date: <u>17/8/17</u>