

## Board of Management

### MINUTES of the MEETING of the CHAIRS COMMITTEE held in Room 220, 1 Inverness Campus on Tuesday 12 March 2019

**PRESENT:** Hazel Allen (by VC), Brian Henderson (by VC), Neil Stewart, John Wilson  
**APOLOGIES:** Sarah Burton, Steve Walsh,  
**CHAIR:** Neil Stewart  
**ATTENDING:** Principal  
Secretary to the Board of Management

#### 1. MINUTE AND NOTES

The minute of the Meeting of the Committee held on 22 November 2018 was **ACCEPTED** as a correct record and was **APPROVED** and signed by the Chair.

#### 2. OUTSTANDING ACTIONS

##### **Ambassadorial role**

The Principal confirmed that he would organise further meetings with Board Members.

##### **Director of Finance – Dual Role**

The Principal advised that Moray College had decided to recruit the member of staff who had been seconded from EO on an interim basis as their Director of Finance. As the dual role with Moray College was no longer required, the role and job description of the Director of Finance would require to be reviewed.

The Principal had discussed this matter with the Principal and Vice Chancellor and with the Principal of Moray College and the suggestions made were not acceptable to Inverness College.

The Committee **AGREED** that as a first step, the Principal should discuss this matter with the Director of Finance and that a report be prepared for the Performance, Review and Remuneration Committee.

##### **Committee Co-option**

The Committee **NOTED** that there had been no interest shown in the co-opted position to the Finance and General Purposes Committee.

#### 3. GOVERNANCE

##### **a. Action from F&GP implementation plan**

A report by the Board Secretary advised that the Finance and General Purposes Committee had carried out a committee evaluation last year and the following question was part of the evaluation.

*“Is the role of the F&GP committee with regard to the financial statements compatible/clear/consistent with that of the Audit Committee?”*

The Chairs of the Audit and Finance and General Purposes Committees led a detailed discussion on this question. Each committee had clear but compatible roles. The Finance and General Purposes Committee was responsible for ensuring that the financial statements presented a fair and clear view of the financial position. The Audit Committee was responsible for ensuring that all necessary information was included in the financial statements to allow the Finance and General Purposes Committee to reach this view.

The Committee **AGREED** that the role of the Finance and General Purposes Committee with regard to the financial statements was therefore compatible/clear/consistent with that of the Audit Committee and that action could be closed on the Finance and General Purposes action plan.

#### **b. Board member evaluation**

A report by the Board Secretary advised that the Code of Good Governance for Scotland's Colleges required that "the board must ensure that all board members are subject to appraisal of their performance, conducted at least annually, normally by the Board Chair"

The Committee **AGREED** that the 2018-19 evaluations be carried out by the end of June 2019.

#### **4. SCHEDULE OF BOARD AND COMMITTEE MEETINGS**

A report by the Board Secretary advised that the schedule of Board and Committee Meetings for the next academic year 2019-20 required to be approved by the Board of Management. The Chair advised that he was conscious of the significant volume of business which was presented from the standing committees to the Board of Management for approval and was concerned that there was not sufficient time given for meaningful discussion on a range of key issues across the college. He had therefore requested that an additional Board of Management meeting be added to the annual schedule to allow such discussion to take place.

The Committee discussed the need to review the delegated authority of the standing committees and **AGREED** that the Board Chair would take this forward as an action.

The Board Secretary asked the Chairs to consider whether they might wish to change the time of their committee meetings from early morning to late afternoon to better fit with board member work commitments.

The Committee **AGREED**

1. To recommend the schedule of meetings for 2019-20, with an additional Board Meeting to the Board of Management for approval
2. that the Chairs should discuss with their committee members whether or not there was a consensus to move the time of the meetings to late afternoon and also to determine the views of SMT members who might be required to attend meetings out with normal college working hours.

#### **5. FINANCE STRATEGY**

The draft Finance Strategy had been presented to the Board of Management at its meeting in October 2018. The Board had requested that the SMT review the



context and wording of the Strategy. This had been done by the SMT at an away day in December 2018 and had been presented to the Board of Management at their away day in January 2019. The Finance and General Purposes Committee had considered the strategy at its meeting on 7 March 2019 and subject to one very minor amendment had recommended it to the Board of Management for approval.

The Committee discussed the strategy and **AGREED** that targets would need to be set for each of the KPI's to enable the Finance and General Purposes Committee to scrutinise progress at its quarterly meetings.

The Committee **REQUESTED** that one further small amendment be included under Strategic Objective 5 in advance of the strategy being considered by the Board of Management.

## **6. STANDING ITEM – ISSUES FROM CHAIRS**

### **Finance and General Purposes**

The Committee Chair advised that he had requested that additional information be included in a number of reports which had been recommended to the Board of Management for approval to ensure that the Board of Management would be able to make an informed decision.

The Board Chair suggested that the additional information should be referred back to the next meeting of the Committee in advance of it being referred to the Board of Management. This tied in with the further discussion on Committee delegation which was considered at item 4 above.

## **7. SMT REPORT**

A report by the Principal provided an overview of the key issues being discussed across the partnership via partnership council.

The Committee **AGREED** that the information on the Programme Board should be included in the Principal's Report to the Board of Management.

## **8. AOCB**

### **Strategic issues**

The Chair of Audit requested that a list of the key strategic issues which required to be resolved with UHI be prepared for the next meeting of the Committee. This would take forward the discussion which took place at the Board Away Day and also tied in with the report which would be considered at the Board of Management on the governance structure and quality of decision making across the UHI partnership.

## **9. DATE OF NEXT MEETING**

Thursday 23 May 2019 - 8.30 a.m.

Signed by the Chair:

Sarah Birtles

Date:

16 May 19