

Board of Management

Meeting	Chairs Committee
Date and time	Thursday 8 October 2020 at 8.30 a.m.
Location	Microsoft Teams via Calendar Link

Board Secretary
1 October 2020

The timings on this agenda are indicative only and the meeting may extend beyond the anticipated finish time.

AGENDA

Welcome and Apologies

Declarations of Interest

1. **MINUTES**
Meeting of the Committee held on 10 September 2020
2. **OUTSTANDING ACTIONS**
Action List
3. **FINANCIAL RECOVERY PLAN – CONFIDENTIAL**
Financial Recovery Plan Progress Report by Principal
4. **RECRUITMENT, CONVERSION AND FINANCIAL IMPACT – CONFIDENTIAL**
Verbal Update by Principal
5. **STRATEGY**
6. **AOCB (10)**
7. **DATE OF NEXT MEETING – 5 November 2020 at 8.30 a.m.**

Board of Management

MINUTES of the MEETING of the CHAIRS COMMITTEE held via Microsoft Teams on Thursday 10 September 2020

PRESENT:	Sarah Burton, John Wilson, Donald MacKenzie
APOLOGIES:	Innis Montgomery
CHAIR:	Sarah Burton
ATTENDING:	Principal Secretary to the Board of Management

There were no declarations of interest noted.

1. MINUTES

It was noted that the minute of the Meeting of the Committee held on 30 July 2020 required one addition; the date of the next meeting was to be entered on page 5. Pending this addition, the minute was **ACCEPTED** as a correct record and was **APPROVED**.

2. OUTSTANDING ACTIONS

- Board Member Evaluations – It was noted that the evaluations which the former LT&R Chair had begun have now been divided out amongst the remaining Chairs.
- FRP – The Principal advised that the figures highlighted in red were done so as part of a code for the Finance Team to assist them whilst they were working on them. It was **AGREED** that this item can therefore be removed from the list.
- FEC Costing – The Committee was advised that this is being carried out with reference to ongoing work on the Curriculum Plan. The Principal advised that it is essential to ensure FEC costing and the associated data is correctly tied-in to curriculum planning.

The Committee discussed temporary staffing requests (TSR) in terms of managing this resource whilst ensuring that we maximise student outcomes and experience. The Principal emphasised that TSRs are part of the FRP and have been tested by both the Finance Director and the Finance Team.

The Committee noted this and requested clear sight of the developing picture as regards managing TSRs within the monitoring of the FRP.

- ELCC Phasing – it was noted that agreement for the extension of the deadline to December was given offline. It was **AGREED** that this item can therefore be removed from the list.

3. FINANCIAL RECOVERY PLAN - CONFIDENTIAL

The Principal presented his confidential report to the Committee.

The Committee were advised that all TSR requests are now coming to the Staffing Resource Panel to ensure that these requests are considered in conjunction with the Workload Allocation Plan, Student Numbers and the Curriculum Plan. A further confidential in-depth discussion with regards TSRs took place.

The Principal confirmed that we are continuing to review our register of students to ensure that we maintain flexibility, efficiency and effectiveness with respect to student outcomes and experience. Any impact on students will be highlighted via a) the early student survey which is due to be circulated within the next couple of weeks, b) discussions with HISA and c) the student & staff meetings.

Review

The Committee was advised that a full review of the FRP will take place in October. This will ensure that we have sufficient data with regards student numbers following the start of the academic year.

A confidential discussion regarding the ELCC took place.

4. RECRUITMENT, CONVERSION AND FINANCIAL IMPACT

The Principal took the Committee through his confidential report.

The Committee was advised that we also expect an improvement in our cash position thanks in part to the work of the Interim Finance Director, the shared Finance Director and the new finance system.

Student Numbers

The Committee was advised that work is continuing within the Marketing and Communications Team with online events and activities being generated for students. Applications have increased by 11%.

5. DATE OF NEXT MEETING

Thursday 8th October 2020 - 8.30 a.m.

Signed by the Chair: _____

Item 01

Date:

ITEM 02

Outstanding Actions - Chairs Committee

12 March 2019				
Item	Action	Responsibility	Time line	Actioned
Board member evaluation	Evaluations to be completed	All Chairs	By end June 2019	To be completed June 2020. Board Sec will provide reminders for who each Chair should be evaluating. Ongoing
30 July 2020				
Full Economic Costing (FEC)	Director of Finance to look at how the FEC apply to the Curriculum Plan.	DofF		

Chairs Committee

Subject/Title:	Financial Recovery Plan – Update
Author: [Name and Job title]	Professor Chris O’Neil, Principal & Chief Executive
Meeting:	Chairs Committee
Meeting Date:	08 October 2020
Date Paper prepared:	24 September 2020
Brief Summary of the paper:	To provide the Board of Management with an update on the progress of the FRP.
Action requested: [Approval, recommendation, discussion, noting]	Discussion
Link to Strategy: Please highlight how the paper links to, or assists with:: <ul style="list-style-type: none"> • compliance • partnership services • risk management • strategic plan • new opportunity/change 	
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:
Consultation: [staff, students, UHI & Partners, External] and provide detail	

ITEM 03

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)	X
Its disclosure would substantially prejudice the commercial interests of <u>any person or organisation</u> (S33)	X	Its disclosure would constitute a breach of confidence actionable in court (S36)	
Its disclosure would constitute a breach of the Data Protection Act (S38)		Other (please give further details)	
For how long must the paper be withheld? (express either as the time which needs to pass or a condition which needs to be met.)			

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