

Board of Management

Meeting	Chairs Committee
Date and time	Thursday 10 September 2020 at 8.30 a.m.
Location	Microsoft Teams via Calendar Link

Board Secretary
3 September 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** [08.30 a.m. (05)]
Meeting of the Committee held on 30 July 2020
2. **OUTSTANDING ACTIONS** [08.35 a.m. (15)]
Action List
3. **FINANCIAL RECOVERY PLAN – CONFIDENTIAL** [08.50 a.m. (45)]
Financial Recovery Plan Progress Report by Principal
4. **RECRUITMENT, CONVERSION AND FINANCIAL IMPACT**
– CONFIDENTIAL [09.35 a.m. (45)]
Report by Principal
5. **AOCB (10)** [10.20 a.m. (10)]
6. **DATE OF NEXT MEETING – 8 October 2020 at 8.30 a.m.**



Board of Management

MINUTES of the MEETING of the CHAIRS COMMITTEE held via Microsoft Teams on Thursday 30 July 2020

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

There were no declarations of interest noted.

1. MINUTES

The minute of the Meeting of the Committee held on 25 June 2020 was **ACCEPTED** as a correct record and was **APPROVED**.

2. OUTSTANDING ACTIONS

- Board Member Evaluations – all Board Member evaluations are to begin. Guidance is available from the Board Secretary.
- Finance Strategy – The Committee agreed that this will be picked up within our ongoing strategy development. Although we have been attempting to align our strategy with that of UHI due to the delays with the UHI strategy this has been fragmented. The financial strategy will be a subset of our overarching strategy.

3. FINANCIAL RECOVERY PLAN - CONFIDENTIAL

The Principal presented a confidential report on the position up to Mid-July.

The Committee enquired as to the figures highlighted in red within the report and whilst it was thought that these were items currently already in action it was **AGREED** that the Principal will seek clarification from the Director of Finance on this and report back at the next meeting.

The new Chair of the Finance and General Purposes Committee advised that he would be planning to meet with the Director of Finance to discuss and further understand how the Financial Recovery Plan is working, what we are able to report and how this will work in practical terms. The Committee welcomed this and felt it would give us a framework for moving forward.

The Committee discussed student experience and how we ascertain if the plan may be impacting on students. Whilst the Committee were aware of the regular surveys, other ways which impacts could be seen were discussed. The Principal felt that the balance between our Curriculum Plan and the Workforce Plan

should ensure that all students have the support that they require however we continue to monitor this with surveys and student meetings. These student meetings allow all class reps to meet and debate with the Principal on a monthly basis and these meetings would be a key indicator as to any concerns.

A lengthy confidential discussion on the ELCC took place.

The Committee **AGREED** that an updated position for the ELCC will be taken to the next Chairs meeting in August. Due to timescales it was requested that the meeting takes place earlier in August and if required Board approval can be sought via email.

4. **AOCB**

Alignment Discussions

The Chair took the Committee through a paper which had been prepared by John Kemp following discussions with 4 Board of Management Chairs over alignment. The Committee noted that nothing had progressed beyond this initial discussion.

The Committee discussed the EO improvement plan, the pace to date in implementing shared services and noted that views on proposed alignment would be sought from AP Chairs along with views from the Scottish Government.

The Committee acknowledged the shared services already in place with North Highland College and it is felt that this is the beginning of an inevitable journey. Following agreeing the shared financial service we will look at other possible shared services with North Highland College.

The Chair advised the Committee that the Chair of Court and Principals of the other Colleges are all aware of the discussions being held.

5. **DATE OF NEXT MEETING – 10 September 2020 at 8.30 a.m.**

Signed by the Chair:

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				
Financial Recovery Plan	Confirmation to be sought as to why some figures were in red.	Principal and DofF		Explanation for August 2020 meeting.
Full Economic Costing (FEC)	Director of Finance to look at how the FEC apply to the Curriculum Plan.	DofF		
ELCC Phasing	Seek Board Approval to extend the current closure date to the end of December 2020.	Principal		Offline

Board of Management

Subject/Title:	Financial Recovery Plan – Update
Author: [Name and Job title]	Professor Chris O’Neil, Principal & Chief Executive
Meeting:	Chairs Committee
Meeting Date:	10 September 2020
Date Paper prepared:	2 September 2020
Brief Summary of the paper:	To provide the Chairs Committee 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

Board of Management

Subject/Title:	Recruitment, Conversion & Financial Impact
Author: [Name and Job title]	Professor Chris O'Neil, Principal & Chief Executive
Meeting:	Chairs Committee
Meeting Date:	10 September 2020
Date Paper prepared:	03 September 2020
Brief Summary of the paper:	To provide the Chairs Committee with an update on the budget out turn, student recruitment and finances.
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 04

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)	
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