

UHI | INVERNESS

MINUTES of the MEETING of the CHAIRS COMMITTEE held via Microsoft Teams on Thursday 29 February 2024

PRESENT: Mark Sheridan, Dee Bird, Donald MacKenzie, Chris O'Neil, Innis Montgomery and Janette Campbell

APOLOGIES: N/A

CHAIR: Mark Sheridan

ATTENDING: Governance Officer

The Chair welcomed everyone to the meeting and the Governance Officer confirmed that this meeting was quorate.

There were no declaration of interests, statements of connection or transparency statements noted.

1. MINUTES

a.) Minutes of the Meeting of the Committee held on 02 November 2023

Decision: The minute of the Meeting of the Committee held on 02 November 2023 was **ACCEPTED** as a correct record and was **APPROVED**.

b.) Confidential Note of Chairs Discussion (CN-01-112023) held on 02 November 2023

The Confidential Note of the Chairs Discussion (CN-01-112023) held on 02 November 2023 was **ACCEPTED** as a correct record and was **APPROVED**.

2. OUTSTANDING ACTIONS

- Audit Committee Training – **COMPLETE** - Chairs were advised that this was being progressed and that training will be scheduled for November 2023.
Training session provided by On Board training agency took place on 16/11/2023.

Decision: It was **AGREED** that this item could be removed from the list.

- Efficiency Review – **ONGOING** - A review of the Professional Services Costs now vs pre-financial recovery plan will be conducted as part of our effectiveness review. This issue will continue to be monitored over the upcoming year in respect of workload analysis and our Talent Management Process.
- Review of Annual Strategic Plan – **ONGOING** - Chairs noted that this formed part of the agenda.
- Review of Skills Matrix and Committee Membership – **COMPLETE** - The Chair advised that discussions will take place with members whose first term is ending this year to ascertain whether they would wish to return for a second term. With Janette Campbell now elected to a full member there is a need for a new co-opted member.

Decision: It was **AGREED** that this item could be removed from the list.

- LT&R Committee Update – **COMPLETE** - The Governance Officer to arrange a meeting between the Chair of the LT&R Committee and the Director of the Centre for Living Sustainably to discuss knowledge exchange, research and the impact of this. Director of the Centre for Living Sustainably has joined the LT&R Committee.

Decision: It was **AGREED** that this item could be removed from the list.

3. PRINCIPAL'S UPDATE

The Principal gave a CONFIDENTIAL verbal update (CN-BoM-01-192023) which provided the Board with an overview of new and continuing activity.

4. CHAIRS UPDATE

LT&R Committee

The Chair of LT&R Committee reported that next Committee meeting will take place on Tuesday 12 March 2024. The Directors of Centre for Living Sustainability and Biodiversity and Freshwater will provide the strategic overview but also some case studies to introduce research to all members.

Dee Bird left the meeting.

F&GP Committee

The Chair of F&GP Committee reported that the next Committee meeting will take place on 07 March 2024. Two new diary holds have also been added for the next Joint Audit and F&GP to take place before Easter. Due to missing audit reports, both internal and external ones, Committee's activities had been held back with meetings being moved and agreed timeline not being adhered to.

Audit Committee

The Chair of Audit Committee reported that the next Committee meeting will take place on Thursday 14 March 2024 now, as a new date had been requested by Deloitte's representatives. Potential risks of audit not being signed off within new agreed timeline and increased costs had been discussed by all present.

HR Committee

The Chair of the HR Committee reported that the next Committee meeting will take place on Friday 08 March 2024. Relevant KPIs will now be reported on as part of the HR Quarterly Report.

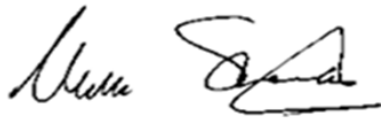
5. AOCB

The Principal reported that photographer Brian Griffin visited UHI Inverness and delivered a presentation to Friday's school pupils. He is also considering leaving his archive of original photographs spanning his whole career to UHI Inverness.

6. DATE OF NEXT MEETING

Thursday 30 May 2024 - 8.30 a.m.

Signed by Chair:



Date: 30/05/2024