

Board of Management

Meeting	Chairs Committee
Date and time	Thursday 22 November 2018 at 8.30 a.m.
Location	Board Room, 1 Inverness Campus

College Secretary
15 November 2018

AGENDA

Welcome and Apologies

Declarations of Interest

1. MINUTES

- a) Meeting of the Committee held on 24 May 2018
- b) Note of Meeting of The Committee held on 13 September 2018

2. OUTSTANDING ACTIONS

Action List

**3. RISK /STRATEGY/ PLANNING – BOARD AWAY DAY – FRIDAY 25
JANUARY 2019**

Discuss Programme

4. SUCCESSION PLANNING - COMMITTEE CO-OPTION

Report by Board Secretary

5. STANDING ITEM – ISSUES FROM CHAIRS

Chairs Updates

6. SMT REPORT

Principal Update

7. AOCB

8. DATE OF NEXT MEETING

Thursday 21 February 2019 - 8.30 a.m.

**MINUTES of the MEETING of the CHAIRS COMMITTEE held in the Board Room,
1 Inverness Campus on Thursday 24 May 2018**

PRESENT: Sarah Burton, Brian Henderson (by VC), Neil Stewart,
Steve Walsh, John Wilson

APOLOGIES:

CHAIR: Neil Stewart

ATTENDING: Secretary to the Board of Management

1. MINUTE

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

2. OUTSTANDING ACTIONS / 2017-18 DEVELOPMENT PLAN

The Committee considered the outstanding actions within the action list and within the 2017-18 development plan.

The Committee was pleased to **NOTE** that the majority of actions had been completed in both the action list and the development plan and both documents would be updated accordingly.

The Committee had a wide-ranging discussion on the Risk Appetite exercise, which had been carried out as part of the Board Development Day at the end of April. The exercise had highlighted that the Board was not risk averse and this was contrary to a perception held by the SMT. It was the role of the board to both challenge and scrutinise proposals from Management but this did not mean that by doing so, it was risk averse. Challenge should not be seen as a criticism. For any proposals put forward to the board, there was a need for clear evidence to be provided on which the Board would base its decision.

3. GOVERNANCE

a. Board member appraisal 2018

The Committee considered the requirement within the Code of Good Governance for Scotland's Colleges that all Board members be subject to an appraisal of their performance, conducted at least annually, normally by the Chair of the Board. This had been a very onerous task for the Chair to complete and it had been agreed previously that the Board Chair would continue to carry out the appraisal of the Committee Chairs, and that the Chairs would carry out appraisals of the board members sitting on their committee.

The Chairs Committee **NOTED** the ongoing requirement for appraisals to be carried out in 2018-19.

b. UHI Integration Process

A meeting had been held with Shirley-Anne Somerville, Minister for Further Education, Higher Education and Science on Friday 18 May. The Chair advised that she had acknowledged that the Partnership had to change but had asked the Integration Board to begin a new process of consultations with staff and students across the whole partnership.

SFC were still in support of integration and would still commit funding to the process, specifically the role of Project Manager and to communication and marketing.

The Chairs expressed concern that the integration proposals had not been supported and **AGREED** that it was critical that Inverness College begin working on “Plan B” - in the event that integration did not happen.

4. STANDING ITEM – ISSUES FROM CHAIRS

Learning, Teaching and Research – Sarah Burton advised that Jaci Douglas had indicated that she wished to step down from the Committee because of pressure of work.

Finance and General Purposes Committee – Brian Henderson advised that he found the new agenda setting process to be very useful. He **REQUESTED** an update on when the Director of Finance would take on more or her dual role at Moray College as there was still a considerable amount of work to be progressed with the Finance Team within Inverness College.

5. NEW DEPUTE PRINCIPAL POST

The Committee **REQUESTED** an update on the timescale and an indication of the critical path re the appointment to this post.

6. PRINCIPAL’S UPDATE INCLUDING PRIZEGIVING AND GRADUATION 2018

The Committee **NOTED** the report.

7. DATE OF NEXT MEETING

Thursday 13 September 2018 - 8.30 a.m.

Signed by the Chair: _____

Date: _____

NOTE of the MEETING of the CHAIRS COMMITTEE held in the Board Room, 1 Inverness Campus on Thursday 13 September 2018

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

As only two members of the Committee were present, the meeting was inquorate.

1. MINUTES

The minutes of the Meeting of the Committee held on 23 May 2018 would be presented to the next meeting in November for approval.

2. OUTSTANDING ACTIONS

- **Ambassadorial Role** –The Principal had met with a number of board members prior to the summer recess and it had been agreed that a debate with businesses and local politicians would be organised for either before or after Christmas. In addition, as part of the strategic review, it was proposed that the PDM's would present a vision for their area to the SMT and Board Members. Both these actions would give the Board Members a greater insight into their ambassadorial role. Another meeting would be arranged for those Board Members who had not yet met with the Principal on this subject.
- **Board member induction** – The Board Secretary confirmed that the additional proposals previously agreed would be incorporated into the induction process for the next intake of new board members.
- **UHI Integration** – The Partnership Assembly was due to take place on Wednesday 26th September. The Assembly had been established following the meeting with the previous Minister for Further Education, Higher Education and Science in May.
- **Director of Finance** – The Principal advised that a timescale for the Director of Finance to take on her dual role with Moray Council had not yet been agreed.
- **New Depute Principal post** – The recruitment process was progressing well with around 280 approaches/enquiries having been made. Thirty-four applications had been received by the closing date. Interviews would be held on Wednesday 3 October. The Board Chair would be a member of the interview panel.

It was suggested that a board member should also be involved in the short listing stage. The Principal would discuss this with the Board Chair.

3. GOVERNANCE

The Board Secretary spoke briefly to her report, which referred to the Corporate Governance Statement, board members' evaluation, online training modules and

succession planning. She confirmed that she would send out a reminder to Board members on the need to complete the online training modules.

The item on succession planning would be carried forward to the next meeting. In the meantime, clarification would be sought on how stringent the timescale of 12 months was in relation to a co-opted member being appointed to the Board without the need for a further recruitment process.

4. RISK

It had been suggested that it would be useful to include risk as a standing item on Board of Management agendas. The Board Secretary would take this suggestion forward with the Chair of the Board and the Chair of the Audit Committee.

5. STANDING ITEM – ISSUES FROM CHAIRS

The Chair of the Learning, Teaching and Research Committee asked that consideration be given to co-opting an individual with current knowledge and experience to that committee. This matter would be taken forward as part of the succession planning process.

6. AOCB

Quality - The Principal advised that Charlie McDade had been engaged to carry out a quality conversation across the organisation. Initial feedback had been received and a written report would be available in the near future.

7. DATE OF NEXT MEETING

Thursday 22 November 2018- 8.30 a.m.

Signed by the Chair: _____

Date: _____

Outstanding Actions - Chairs Committee

22 February 2018				
Item	Action	Responsibility	Time line	Actioned
Ambassadorial role	Principal to guide board members on this role without becoming involved in operational issues Hold meetings with groups of Board Members	Principal	For next meeting May 2018 By end August 2018	Part complete
Board Member induction	Include proposals as part of board induction process	Board Secretary	Ongoing/ for next induction	Part complete
24 May 2018				
Item	Action	Responsibility	Time line	Actioned
UHI Integration	College to begin working on Plan "B"	Principal	immediate	
Director of Finance	Update on when post holder would take on more of the dual role in Moray College	Principal / Director of Finance	immediate	
New Depute Principal Post	Provide Chairs with timeline and critical path re appointment	Principal / D of Org Dev	immediate	

Board of Management

Subject/Title:	Succession Planning - Committee Co-option
Author: [Name and Job title]	Fiona Ambrose, Board Secretary
Meeting:	Chairs Committee
Meeting Date:	22 November 2018
Date Paper prepared:	14 November 2018
Brief Summary of the paper:	To ask the Committee to consider the proposals to co-opt individuals with the appropriate skills and experience to the F&GP and LT&R Committees.
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: membership and skills of the board Organisational: Reputational – compliance with the 2016 Code
Equality and Diversity implications:	Yes/No If yes, please specify:
Consultation: [staff, students, UHI & Partners, External] and provide detail	

Status – [Confidential/Non confidential]	Non Confidential		
Freedom of Information Can this paper be included in “open” business* [Yes/No]	Yes		
*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)	
Its disclosure would substantially prejudice the commercial interests of any person or organisation (S33)		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

Succession Planning - Committee Co-option

Executive summary

The Board of Management numbers 18 members at present. This is the maximum number of appointed and elected members permitted under the Post-16 (Scotland) Education Act 2013. However, Colleges can co-opt members with specific skills and experience onto Board Committees to fill any gaps in skills and experience.

Finance and General Purposes Committee – Finance and accountancy skills

At the last round of recruitment in 2017, a number of new members were appointed but there is still a gap in relation to accountancy and finance skills on the Board as a whole and particularly on the F&GP Committee. In addition, one of the questions in the F&GP Committee evaluation exercise was “Are there any qualified accountants among its members.” The answer to this question is “no”.

The Board Secretary has drafted an “advert” seeking to co-opt members with finance and accountancy skills. The Inverness Chamber of Commerce send out a monthly newsletter to all its members. In addition, they can use social media and LinkedIn to reach a large number of individuals.

The College can also use social media and IConnect to promote this role and possibly also through the UHI newsletter.

The “advert” is attached as appendix A.

Learning, Teaching and Research Committee

As members are aware, Ollie Bray recently resigned from the Board. As a head teacher he had specific knowledge and skills of the schools sector. The Chair of LT&R has indicated that she would be keen to co-opt another head teacher or someone with knowledge and skills in the schools sector given the close links the college has with schools across the region.

It is suggested that contact be made with Highland Council with a request that they send out a request to schools in the area seeking applications from interested individuals to join the LT&R Committee.

Recruitment process

As the College is looking to co-opt members onto two committees, we would not have to follow the formal recruitment and selection process outlined in the College Sector Board Appointments: 2014 Ministerial Guidance. Anyone interested would be asked to complete an application form (Shown at Appendix B – to be adapted for LT&R).

It is suggested that the Chair of the Board and the Chairs of the F&GP and LT&R Committees as appropriate consider any applications received and interview suitable candidates.



Finance and General Purposes Committee – Co-opted member

Inverness College UHI Board of Management is looking for a qualified accountant to strengthen the financial and accounting expertise on our Finance and General Purposes Committee (F&GP). The committee has overall responsibility for the direction and oversight of the College's financial affairs.

As a co-opted member you would share our commitment to providing the best possible learning experience to our students and bring your knowledge and expertise to help the College address the needs of students, individuals, employers, business and industry in Inverness and the surrounding area.

The Committee meets quarterly, in September, December, March and June and it is estimated that the time commitment will be around 30 hours per annum, which includes preparation for and attendance at meetings, as well as induction and relevant briefings as a new member.

Information on the Board of Management and a number of reference documents which may be of interest can be found on the [Inverness College website](#)

Any questions about the position should be directed to Fiona Ambrose, Secretary to the Board of Management – E mail fiona.ambrose.ic@uhi.ac.uk or Telephone 01463 273511.

If you are interested in this exciting opportunity to join Inverness College UHI, please complete the application form stating why you are interested in this co-opted position and a brief resume of your career to date (500 words max) and send to the e mail address above. Closing date



APPLICATION FORM

Co-opted Member - Finance and General Purposes Committee

Personal details

(* delete as applicable)

Title: Miss / Mr / Mrs / Ms / Dr / Professor / Other * (please specify)	
Surname	First name(s)
Address	
Postcode	What is your preferred method of communication? Email / Telephone / Mobile *
Email	Tel no (mobile)
Tel no (day)	Tel no (home)
Are you a British Citizen? Y/N*	Do you have the right to work and live in the UK without restriction? Y/N*

Special requirements/adjustments
<p>If you are invited to attend an interview, do you have any special requirements/adjustments? Y/N*</p> <p>If you answered yes, please provide details below</p>

Reason for interest in the role / Statement of Skills and Experience
Max 500 words

Please state why you are interested in the role of co-opted member of the Finance and General Purposes Committee and provide evidence of the extent to which you meet the selection criteria specified for the role.

AVAILABILITY

Interviews will be held on xxxx. If you will not be available on that date due to unavoidable circumstances, please give alternative dates/times.

Forms can be emailed to Fiona Ambrose, Board Secretary – fiona.ambrose.ic@uhi.ac.uk (a typed signature in the declaration box is acceptable for this), or posted to: Fiona Ambrose, Board Secretary, Inverness College UHI, 1 Inverness Campus, INVERNESS, IV2 5NA

Declaration

The information on this form will be used in accordance with the General Data Protection Regulation (2016/679 EU) to consider your application for the role of co-opted member on the Finance and General Purposes Committee of Inverness College UHI and, if appointed, may be processed by computer or form the basis of manual records. If used for the production of summary statistics, it will not be possible to identify individuals and you consent to the information being used for these purposes.

Providing false or misleading information anywhere on your application will disqualify you from appointment or if appointed will render you liable to dismissal without notice. By signing below you declare that the information you have given is to the best of your knowledge true and complete.

Signed:	Date:
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(type name if submitting electronically)

Please complete the following form requesting personal details. It is essential for processing your application.

Equal Opportunities Monitoring Information

In line with our equal opportunities policy we are committed to ensuring that all candidates are treated on the basis of their merits and abilities, and that unfair and unlawful discrimination is eliminated. We positively welcome applications from all sections of the community. Please complete or tick/hi-light the most appropriate descriptor in each of the following sections

Nationality:	Gender: Male Female
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Age range:	16 - 19	20 - 29	30 - 39	40 - 49
	50 - 59	60 - 63	64+	

Transsexual status Do you currently or have you previously considered yourself a transsexual person?		
Yes	No	Choose not to disclose

Marital or Civil Partnership status			
Single	Married/Civil Partnership	Partnered	Divorced
Widowed	Separated	Choose not to disclose	

Dependants Do you have caring responsibilities for any of the following? If Yes please specify.				
Child	Older person	Other	None	Choose not to disclose

Ethnicity Which one of the following groups do you feel most adequately describes your ethnic origin?		
Asian or British Asian Indian Pakistani Bangladeshi Chinese Other Asian background (please specify) _____	Dual Heritage White and Black Caribbean White and Black African White and Asian Other dual heritage background (please specify) _____	White British English British Irish British Scottish British Welsh British Other (please specify) _____ Irish Other White background (please specify) _____
Black or Black British Caribbean African Other Black background (please specify) _____	Other ethnic background (please specify) _____	I do not wish to state my ethnic group

<p>Disability</p> <p>Disability is defined in the Equality Act 2010 as a physical or mental impairment that has a substantial and long-term effect on a person's ability to carry out normal day to day activities. Long term is taken to mean lasting for a period greater than twelve months or where the total period is likely to last at least twelve months.</p> <p>You are not obliged to declare a disability and UHI recognises that many people who may be considered disabled under the terms of the legislation do not require any assistance or support. However for those who may, equipment, computer software, flexible working, other support or reasonable adjustment may be available, so an individual's impairment would have little or no bearing on their capability to realise their employment potential. If you wish please give further details here of any equipment or support you may need because of your disability to carry out the duties described in the job description. This may include any special consideration for access.</p> <p>Do you consider yourself to be disabled within the definition of the Act Yes No</p> <p>If you wish, please give further details here</p>

<p>Sexual Orientation Which one of the following most adequately describes your sexual orientation?</p> <table border="1"> <tr> <td>Gay/Lesbian</td> <td>Bisexual</td> <td>Heterosexual</td> <td>Choose not to disclose</td> </tr> </table>	Gay/Lesbian	Bisexual	Heterosexual	Choose not to disclose
Gay/Lesbian	Bisexual	Heterosexual	Choose not to disclose	

<p>Religion and Belief. Which of the following religions or belief systems, if any, do you belong to or affiliate with?</p> <table border="1"> <tr> <td>Buddhism</td> <td>Christianity</td> <td>Hinduism</td> </tr> <tr> <td>Islam</td> <td>Judaism</td> <td>Paganism</td> </tr> <tr> <td>Sikhism</td> <td>No Religion or belief</td> <td>Choose not to disclose</td> </tr> <tr> <td colspan="3">Other (please state)</td> </tr> </table>	Buddhism	Christianity	Hinduism	Islam	Judaism	Paganism	Sikhism	No Religion or belief	Choose not to disclose	Other (please state)		
Buddhism	Christianity	Hinduism										
Islam	Judaism	Paganism										
Sikhism	No Religion or belief	Choose not to disclose										
Other (please state)												

<p>Where did you see this role advertised?</p>

<p>Thank you for your co-operation in completing this form. If you feel it can be improved in any way please comment:</p>
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