

Meeting	Chairs Committee
Date and time	Thursday 2 November 2023, 8.30 a.m.
Location	Online - Via Microsoft Teams

Governance Officer

25 October 2023

## **AGENDA**

### **Welcome and Apologies**

### **Declaration of Interests and/or any Statement of Connections or Transparency Statements.**

#### **1. MINUTES**

a.) Meeting of the Committee held on 31 August 2023

b.) Confidential Note of Chairs Discussion (CN-01-082023) held on 31 August 2023

#### **2. OUTSTANDING ACTIONS**

#### **3. PRINCIPAL UPDATE (CONFIDENTIAL)**

Verbal Update from Principal

#### **4. CHAIRS UPDATE**

Verbal Update from Committee Chairs

#### **5. CREATION OF A FUTURES SUB GROUP**

Verbal Update from Chair

#### **6. AOCB**

#### **7. DATE OF NEXT MEETING – 29 February 2024 at 8.30 a.m.**

**Outstanding Actions from Chairs Committee Meetings**

Item	Action	Responsibility	Time Line	ACTIONED
<b>03 June 2021</b>				
<b>Audit Committee Update – Audit Training</b>	The Governance Officer will source appropriate audit training for all Board Members. This will form part of the Board Development Training Plan. This is being arranged with OnBoard Training and is expected to be undertaken in November 2023.	Governance Officer	November 2023	<b>Completed 16/11/2023</b>
<b>03 March 2022</b>				
<b>Efficiency Review</b>	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.	EMT	June 2024	<b>Ongoing</b>
<b>01 September 2022</b>				
<b>Review of Annual Strategic Plan</b>	The Annual Strategic Plan Review Report was discussed at BOM on 25 October alongside the sub strategies. We will continue to monitor the strategic plan and consider how this maps onto UHI 2024.	Principal	Ongoing	

**ITEM 02.**

<b>01 June 2022</b>				
<b>Review of Skills Matrix and Committee Membership</b>	<p>The Chair will liaise with members about the role of Audit Chair and membership of the HR Committee. The Chair will liaise with Co-opted Member about the possibility of moving to a Non-Executive Director Role.</p> <p>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.</p> <p>With Janette Campbell now elected to a full member there is a need for a new co-opted member.</p>	Chair of BOM	Autumn 2023	<b>Ongoing</b>
<b>31 August 2023</b>				
<b>LT&amp;R Committee Update</b>	<p>The Governance Officer to arrange a meeting between the Chair of the LT&amp;R Committee and the Director of the Centre for Living Sustainably to discuss knowledge exchange, research and the impact of this.</p> <p>Director of the Centre for Living Sustainably has joined the LT&amp;R Committee.</p>	Gov Off	Sept 2023	<b>Completed 05/12/2023</b>