

# UHI | INVERNESS

**MINUTES of the MEETING of the CHAIRS COMMITTEE held via Microsoft Teams on Friday 08 November 2024.**

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

**APOLOGIES:** N/A

**CHAIR:** Dee Bird

**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 29 August 2024**

**Decision:** The minute of the Meeting of the Committee held on 29 August 2024 was **ACCEPTED** as a correct record and was **APPROVED**.

### **b.) Confidential Note of Chairs Discussion (CN-01-082024) held on 29 August 2024**

The Confidential Note of the Chairs Discussion (CN-01-082024) held on 29 August 2024 was **ACCEPTED** as a correct record and was **APPROVED**.

## 2. OUTSTANDING ACTIONS

- 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.  
The Principal asked for the completion date to be changed from September 2024 to February 2025.

## 3. PRINCIPAL'S UPDATE (CONFIDENTIAL)

The Principal spoke to his CONFIDENTIAL report (CN-BoM-01-112024) which provided the Committee with an overview of new and continuing activity.

*Innis Montgomery joined the meeting.*

## 4. CHAIRS UPDATE

The Chair provided a short verbal update regarding the appointment of Victoria Erasmus as the new Chair of the Board of Management. Victoria Erasmus will start in her new role on 01 January 2025 with the Acting Chair staying in her role till 31 December 2024.

### **LT&R Committee**

The Chair of LT&R Committee positively commented on the increasing GA provision and expressed her concerns about the lack of progress on the Curriculum Review. The LTR Committee members were pleased to hear of the recent appointment of Barbara Nelson, former HMI, as the Non-Executive Board

Member, as her expertise will be crucial to staff during the implementation process of the new quality framework.

### **F&GP Committee**

The Chair of F&GP Committee reported that the Committee met on 12 September and then reconvened on 24 September to finish the meeting. There is a vacancy on the Committee after the resignation of Russell Edwards and new Board members will be approached to join the Committee. The next Joint Audit & FGP Committee meeting has been scheduled for Monday 09 December 2024 at 3pm.

### **HR Committee**

The Chair of the HR Committee reported that the next Committee meeting will take place on Tuesday 19 November 2024. Principal's PRD took place on 29 October.

### **Audit Committee**

The Chair of the Audit Committee reported that the next Joint Audit & FGP Committee meeting will take place on Monday 09 December. A meeting with Deloitte took place on 04 October to discuss the fraud questionnaire and will be reported back to Audit Committee.

## **5. BOARD MEMBER AND COMMITTEE EVALUATION FEEDBACK**

The Governance Officer provided an update in regard to the Board and Committee Evaluation meetings and explained that the process will be extended due to low response rates.

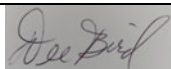
## **7. AOCB**

Nothing raised.

**10. DATE OF THE NEXT MEETING**

Thursday 27 February 2025 - 8.30 a.m.

**Signed by Chair:**



**Date:** 27-02-2025