

UHI | INVERNESS

MINUTES of the MEETING of the CHAIRS COMMITTEE held via Microsoft Teams on Thursday 29 August 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 30 May 2024

Decision: The minute of the Meeting of the Committee held on 30 May 2024 was **ACCEPTED** as a correct record and was **APPROVED**.

b.) Confidential Note of Chairs Discussion (CN-01-052024) held on 30 May 2024

The Confidential Note of the Chairs Discussion (CN-01-052024) held on 30 May 2024 was **ACCEPTED** as a correct record and was **APPROVED**.

c.) Confidential Note of Chairs Discussion (CN-02-052024) held on 30 May 2024

The Confidential Note of the Chairs Discussion (CN-02-052024) held on 30 May 2024 was **ACCEPTED** as a correct record and was **APPROVED**.

d.) Confidential Note of Chairs Discussion (CN-03-052024) held on 30 May 2024

The Confidential Note of the Chairs Discussion (CN-03-052024) held on 30 May 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.
- Principal's Update - Presentation from Ernst & Young – **COMPLETE** - Ernst & Young's presentation shared with the Board in June 2024.
- Principal's Update – Employee Engagement Group – **COMPLETE** - Collective Advocacy Group's report shared with Chairs in June 2024.
- HR Committee Membership – **COMPLETE** - Four members approached in June 2024 about joining the HR Committee.
- Board Member Evaluations – **COMPLETE** - Evaluation meeting invites to be facilitated by Governance Officer.

3. PRINCIPAL'S UPDATE (CONFIDENTIAL)

The Principal spoke to his CONFIDENTIAL report (CN-BoM-01-082024) which provided the Committee with an overview of new and continuing activity.

Innis Montgomery left the meeting.

4. CHAIRS UPDATE

Innis Montgomery joined the meeting.

The Chair provided a short verbal update in regard to recent meetings with the Chair of Court and the FE Regional Lead who has been invited to attend Board meetings. The Chairs asked for an update regarding new Chair's recruitment and a confirmation had been given that this process is being overseen by the RSB. The Chair will email the Chair of Court to suggest that in the spirit of transparency and openness somebody from UHI Inverness should sit on the interview panel.

F&GP Committee

The Chair of F&GP Committee reported that the next Joint Audit & FGP Committee meeting will take place on Tuesday 10th September 2024. The financial accounts for year ending 31st July 2023 should be presented and approved on that date. The next FGP Committee meeting has been scheduled for Thursday 12th September 2024.

HR Committee

The Chair of the HR Committee reported that the next Committee meeting will take place on Thursday 19 September 2024.

Audit Committee

The Chair of Audit Committee reported that the next Committee meeting will take place on Tuesday 10 September 2024, straight after the Joint Audit & FGP. Risk Register training will be provided by the Director of Governance during the Committee's Creative Space.

LT&R Committee

The Chair of LT&R Committee has left the meeting prior agenda point 6 but provided a verbal update that next Committee meeting will take place on Tuesday 11 June 2024. Programme and Module Leadership guidance has been added to the agenda as a new item.

5. ANNUAL STRATEGIC PLAN REVIEW

The Principal provided a short verbal summary of the Annual Strategic Plan Review being currently undertaken. UHI Inverness is on track with strategic delivery and on departmental level sub strategies are being reviewed just now.

6. BOARD MEMBER AND COMMITTEE EVALUATION FEEDBACK – to follow

The Governance Officer provided an update in regard to the Board and Committee Evaluation meetings and explained that the process will be extended to accommodate all requests.

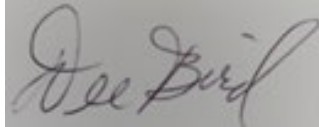
7. AOCB

Nothing raised.

10. DATE OF THE NEXT MEETING

Thursday 07 November 2024 - 8.30 a.m.

Signed by Chair:

A handwritten signature in cursive script, appearing to read "Dee Bird", is displayed within a grey rectangular box.

Date: 08/11/2024