

**UHI | INVERNESS**

Meeting	Chairs Committee
Date and time	Thursday 29 August at 8.30 a.m.
Location	Online - Via Microsoft Teams

Governance Officer

22 August 2024

**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 30 May 2024
- b) Confidential Note of Discussion CN-01-052024
- c) Confidential Note of Discussion CN-02-052024
- d) Confidential Note of Discussion CN-03-052024

**2. OUTSTANDING ACTIONS****3. PRINCIPAL UPDATE (CONFIDENTIAL)**

Report from Principal

**4. CHAIRS UPDATE**

Verbal Update from Committee Chairs

**5. ANNUAL STRATEGIC PLAN REVIEW**

Verbal Report from Principal

**6. BOARD MEMBER AND COMMITTEE EVALUATION FEEDBACK – to follow**

Report from Governance Officer

**7. AOCB****8. DATE OF NEXT MEETING – 07 November 2024 at 8.30 a.m.**

**Outstanding Actions from Chairs Committee Meetings**

Item	Action	Responsibility	Time Line	ACTIONED
<b>03 March 2022</b>				
<b>Efficiency Review</b>	<p>A review of the Professional Services Costs now vs pre-financial recovery plan will be conducted as part of our effectiveness review.</p> <p>This issue will continue to be monitored over the upcoming year in respect of workload analysis and our Talent Management Process.</p>	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	Sep '24	<b>Ongoing</b>
<b>30 May 2024</b>				
<b>Principal's Update - Presentation from Ernst &amp; Young</b>	Ernst & Young's presentation to be share with the Board	Gov Officer	June '24	<b>Complete</b>
<b>Principal's Update – Employee Engagement Group</b>	Collective Advocacy Group's report to be shared with Chairs.	Gov Officer	June '24	<b>Complete</b>

**ITEM 02.**

<b>HR Committee Membership</b>	Four members to be approached about joining the HR Committee.	Gov Officer	June '24	<b>Complete</b>
<b>Board Member Evaluations</b>	Evaluation meeting invites to be facilitated by Governance Officer.	Gove Officer	August '24	<b>Complete</b>