

# UHI | INVERNESS

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

|                       |  |
|-----------------------|--|
| <b>PRESENT:</b>       | Mark Sheridan, Dee Bird, Donald MacKenzie, Chris O'Neil, Innis Montgomery and Janette Campbell |
| <b>APOLOGIES:</b>     | N/A  |
| <b>CHAIR:</b>         | Mark Sheridan  |
| <b>IN ATTENDANCE:</b> | Vice-Principal – Curriculum, Operations & External Relations                                   |
| <b>ATTENDING:</b>     | 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 February 2024

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

#### b.) Confidential Note of Chairs Discussion (CN-01-022024) held on 29 February 2024

The Confidential Note of the Chairs Discussion (CN-01-022024) held on 29 February 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.

## 3. RESPONSE TO UHI COURT (CONFIDENTIAL)

Chair of Board gave a CONFIDENTIAL verbal report (CN-BoM-01-052024) which provided the Committee with an update regarding recent communication received from Chair of Court.

*Dee Bird joined the meeting.*

*Innis Montgomery left the meeting.*

*Innis Montgomery joined the meeting.*

## 4. PRINCIPAL'S UPDATE (CONFIDENTIAL)

The Principal gave a CONFIDENTIAL verbal update (CN-BoM-02-052024) which provided the Committee with an overview of new and continuing activity.

*Dee Bird left the meeting.*

*Vice-Principal – Curriculum, Operations & External Relations left the meeting.*

## 5. CHAIR OF BOARD UPDATE (CONFIDENTIAL)

The Chair of Board gave a CONFIDENTIAL verbal update (CN-BoM-03-052024) in regard to planned leave of absence.

## 6. CHAIRS UPDATE

### **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.

### **F&GP Committee**

The Chair of F&GP Committee reported that the next Committee meeting will take place on Thursday 13<sup>th</sup> June 2024. Four new diary holds have been added for the next Joint Audit and F&GP to take place before end of June 2024. Due to missing external audit reports, both Committee's activities had been held back with meetings being moved and agreed timeline not being adhered to.

### **Audit Committee**

The Chair of Audit Committee reported that the next Committee meeting will take place on Tuesday 04 June 2024. Potential risks of audit not being signed off within new agreed timeline and increased costs had been discussed by all present.

*Janette Campbell left the meeting.*

## **HR Committee**

The Chair of the HR Committee reported that the next Committee meeting will take place on Friday 14 June 2024.

### **7. REVIEW OF SKILLS MATRIX AND COMMITTEE MEMBERSHIP**

Governance Officer provided a short update in regard to Skills Matrix, currently being updated, and Committee Membership. It had been highlighted that the HR Committee membership is at 5, with one member being a temporary member only. It has been agreed that a number of Board members are to be approached and asked to consider joining the HR Committee.

**Action 3: Four members to be directly approached about joining the HR Committee.**

### **8. BOARD MEMBER EVALUATIONS**

Governance Officer provided a short update in regard to the evaluation process and documents attached. The Chair present requested that evaluations are to stay open till end of August 2024 and asked the Governance Officer to facilitate meeting invites.

**Action 4: Evaluation meeting invites to be facilitated by Governance Officer.**

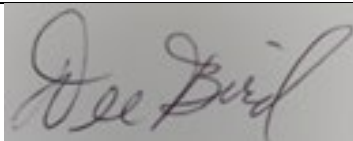
### **9. AOCB**

Nothing raised.

### **10. DATE OF THE NEXT MEETING**

Thursday 29 August 2024 - 8.30 a.m.

**Signed by Chair:**

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

**Date: 29-08-2024**