

Board of Management

MINUTES of the MEETING of the CHAIRS COMMITTEE held in the Board Room, 1 Inverness Campus on Thursday 14 September 2017

PRESENT:	Sarah Burton, Brian Henderson (VC), Neil Stewart, Steve Walsh, John Wilson
CHAIR:	Neil Stewart
APOLOGIES:	Hazel Allen
OBSERVER:	Lindsey Mitchell
ATTENDING:	Principal Director of Organisational Development (item 1) Secretary to the Board of Management

The Chair referred to the extra paper which had been circulated on the procedure for establishing and reviewing the Principal's objectives, performance and salary. It was agreed that this item be taken as item 1.

1. **PROCEDURE FOR ESTABLISHING AND REVIEWING THE PRINCIPAL'S OBJECTIVES, PERFORMANCE AND SALARY**

The Director of Organisational Development introduced the paper and gave some background to the PDR process across the college. There was a discussion on how to include the input of staff and students to the appraisal process, which was a requirement under the Code of Good Governance for Scotland's Colleges. It was suggested that the IIP framework would allow the views of staff and students to be gathered through a random selection of participants from these two groups.

It was **AGREED** that the Chair of the Board, Chair of PR&R and the SIM should meet with the Principal to determine his objectives for the coming year. The Strategic Plan set out the key objectives for the College, and therefore the Principal. Further objectives would be identified through the vision which the new Principal had for the College. E mail approval would be sought from the PR&R Committee in advance of the proposed objectives being submitted to the Board of Management meeting in October

2. **MINUTES**

The minutes of the Meeting of the Committee held on 17th August 2017 was **ACCEPTED** as a correct record, was **APPROVED** and signed by the Chair.

Matters arising

Update – National Bargaining

The Chair advised that National Bargaining had been discussed at FERB on 13th September. By 2021/22 there would be a significant deficit across the partnership and a range of measures would require to be taken forward to deal with this issue. It was imperative that UHI started to start planning now for the projected financial position in 2021/22.

The Chair referred to a presentation which the Director of Finance, Fiona Mustarde had made to the meeting of FERB and asked the Secretary to the Board to circulate this to Board Members.

3. **TERMS OF REFERENCE**

The Secretary to the Board introduced the terms of reference for the Chairs, Search and Nomination and the Performance, Review and Remuneration committees, highlighting a number of suggested changes. The previous review of the terms of reference had taken place in June 2015.

The Committee **RECOMMENDED** to the Board of Management approval of the terms of reference for the Chairs, Search and Nomination and Performance, Review and Remuneration Committee subject to a minor change in the frequency of meetings of the PR&R committee.

4. **GOVERNANCE**

a. **Outstanding actions**

The Committee reviewed the progress on the outstanding governance actions. Good progress was being made with the timelines due to be met for the majority of issues, with actions only outstanding in relation to the completion of the Remuneration Module by members of the PR&R Committee and the appraisal of a further 4 board members by the Chair.

The Committee **NOTED** the position

b. **Board evaluation – combined responses**

All the Board members who had been in post for a period of more than 12 months had completed the board evaluation exercise. The Board Secretary had combined the responses into one document for the consideration of the committee. The next stage would be to develop an action plan to progress the issues which had been raised.

The Committee discussed the combined responses and the SIM offered to produce a summary of the responses to allow the Secretary to the Board to identify actions to be taken forward.

5. **STRATEGIC DIALOGUE MEETING – 8TH NOVEMBER**

The Board Secretary referred to the draft agenda and programme for the Strategic Dialogue meeting with SFC on 8th November. SFC had identified governance and financial sustainability as one of the three topics for discussion. Two further topics would be chosen by the College. The Chair would be part of the discussion.

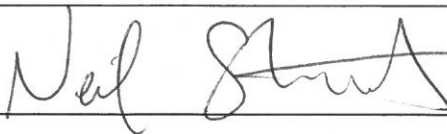
It was **AGREED** that the Principal would reflect on the two further topics to be suggested by the College and discuss this with the Chair in due course. The involvement of additional board members would be determined once the two topics had been agreed.

6. **STANDING ITEM – ISSUES FROM CHAIRS**

The Chair asked if any of the Chairs wished to raise anything for discussion. There were no items requiring discussion at the present time

7. **DATE OF NEXT MEETING**
Thursday 23 November 2017- 8.30 a.m.

Signed by the Chair:



Date:

23 / 11 / 17

