

## MINUTES OF THE UNIVERSITY COURT MEETING

### UNIVERSITY OF THE HIGHLANDS AND ISLANDS

HELD ON 21 MARCH 2018, 14:00-16:00

IN ROOM AGBC, MORAY COLLEGE, UNIVERSITY OF THE HIGHLANDS AND ISLANDS AND BY VC

#### Present

Garry Coutts (Chair)	Diane Rawlinson (VP-FE)	Neil Stewart
Fiona McLean (Vice-Chair)	Fiona Larg (COOS)	Poonam Malik
Alistair Dodds	Gareth Davies	Roddy Burns
Andrea Robertson by VC	Holly Scrimgeour	Rosemary McCormack
Clive Mulholland (PVC)	Jeff Howarth (VP-E)	Willie Printie
Crichton Lang (DP)	Lydia Rohmer (VP-T) by VC	
David Sandison by VC	Michael Foxley	

#### In Attendance

Graeme Kirkpatrick, Nicholas Oakley (*acting clerk*)

#### Apologies

Andy Rogers	Neil Simco	Callum Stephen
Linda Kirkland	Niall McArthur	Roger Sendall
Anton Edwards	Iain MacMillan	

ITEM		Action
<b>*1</b>	<b>WELCOME &amp; APOLOGIES</b> The Chair opened the meeting and welcomed Poonam Malik and David Sandison to their first meeting. The Chair also noted the above apologies.	
1.1	<b>Declaration of Interest</b> There were no declarations of interest recorded.	
<b>2</b>	<b>MINUTES OF MEETINGS</b>	
<b>2.1</b>	Members approved the <b>minutes</b> of the previous meeting on 29 November 2018 (UC18-198) as an accurate record.	
<b>2.2</b>	Members reviewed the <b>matters arising</b> (UC18-199) and noted the following update not discussed elsewhere on the meeting agenda: a. Effectiveness review: UHI continues to chase uncompleted reviews from Orkney, Argyll and Shetland, originally due March 2017. Court resolved to write to these colleges and request these be completed as soon as possible.	Chair
<b>2.3</b>	There were no delegated decisions noted for Court to review.	
<b>2.4</b>	<b>Minutes from Committees of Court since last Court meeting:</b>	
<b>2.4.1</b>	Members reviewed the minutes of the <b>Finance and General Purposes Committee meeting</b> of 1 March 2018. The following items were discussed: 1. Item 4.7 – AST Tribunal Grievance in the 01 March 2018 minute (UC18-200a), and whether Court could be assured that this was being dealt with satisfactorily. The Chair noted he had been in contact with the Perth Chair informally regarding this, and agreed to pursue this formally with an update expected end of the week commencing 28 March which will be circulated to members. 2. Item 4.8 – Academic Partner Financial Monitoring (ibid.) Court agreed that responses to national bargaining should be considered regionally and SMT and PC should act to maintain the quality of networked courses. Members discussed	Chair

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<p>2.4.2</p> <p>2.4.2</p> <p>2.4.3</p> <p>2.4.4</p>	<p>the expected impact of national bargaining, and the challenging circumstances expected after funding expires. Savings, including structural and efficiency savings – some of which are expected to emerge from integration and projects ‘x’ and ‘y’—as well as income growth will be needed to meet this challenge. Members heard that the strategic investment fund is focused on student growth through curriculum development; another potential growth area is in international students.</p> <p>3. The University’s budget will be presented for the next Court meeting for approval.</p> <p>4. Item 5.1 – Annual Health and Safety Report (ibid.). Members agreed that advisors need to be working much more closely to implement the H&amp;S policy. Members heard that this has been discussed at PC where responsibilities have been delineated and assigned.</p> <p>Members reviewed the minutes of the <b>Audit Committee meeting</b> of 28 February 2018 (UC18-200b). The following items were discussed:</p> <p>1. IT security policies were still awaiting board approval by some colleges, an issue (and risk) that has been ongoing for some time.</p> <p>2. GDPR is imminent and represents a high level of risk (and penalties) to non-compliant organizations. Training and policies both need to be approved and implemented as soon as possible to mitigate this risk to UHI.</p> <p>Members reviewed the minutes of <b>FE Regional Board meeting</b> of 20 February 2018 (UC18-200c). The following items were discussed:</p> <p>1. The Chair of FERB noted his thanks to the VP-FE and her team for their work on national bargaining.</p> <p>2. The Chair of FERB noted that rurality funding has increased by £400k.</p> <p>3. Student satisfaction rates were 2% above the Scottish average, with completion also above average.</p> <p>4. The issue around regional collaboratives has been softened, with the region being split into two collaboratives rather than the original three proposed.</p> <p>5. A review is now underway on future capital plans.</p> <p>6. Other notable projects include the single policy environment, tertiary curriculum mapping, and schools interconnectivity. Court requested updates on the progress of these projects.</p> <p><b>Academic Council Activity Report (UC18-200d)</b></p> <p>Members noted that progress on integration has put work on changes to schools largely on hold.</p> <p style="text-align: right;"><i>[H Scrimgeour leaves the meeting at 14:45]</i></p> <p>Members discussed the minutes of the meeting on the 18 January of the <b>Strategic Programme Assurance Group</b> (UC18-200e). The Chair noted that integration has a bearing on most of the activities considered by the SPAG but that future meetings would continue.</p>	<p>DoCR</p> <p>Chair of FERB</p>
<p>*3</p>	<p><b>CHAIR/VICE-CHAIR/PRINCIPALS’ COMMENTS</b></p> <p>1. The integration program director will be appointed soon and a work plan implemented. The Chair of Court and PVC noted their thanks to the chairs of the integrating colleges who have given significant time and effort to integration board activities. Priority is now being given to work on a timeline based on the parliamentary calendar, appropriate due diligence and adequate consultation time.</p> <p>2. The quarterly status reports (UC18-201) demonstrate the volume and spread of</p>	

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	<p>activities of work across the partnership. The PVC noted that future reports will be limited to one page per institute/ portfolio. Members requested that these reports also include some detail on how activities support CORE values, how the partners are working collaboratively and improving the organization, as well as quality assurance.</p> <p>3. Liberty is on the agenda of the upcoming COHI meeting in autumn, which will be held in Moray and should present an opportunity to showcase UHI activities.</p> <p>4. The Vice-Chair gave a presentation at an event marking international women's day. She noted that a significant body of work was emerging from 'These Women Can' meeting, and Court resolved to acknowledge this work on equality and diversity and champion this agenda across the university. The working group on equality and diversity in governance will present to the next meeting of Court.</p>	<p>PVC/ SMT</p> <p>V-Chair</p>
<b>4</b>	<b>STRATEGY &amp; PLANNING</b>	
4.1	Members noted the <b>Critical Performance Indicators</b> UC18-202	
<b>5</b>	<b>GOVERNANCE &amp; RISK MANAGEMENT</b>	
5.1	Members noted the <b>Changes to Court Membership</b> UC18-217	
5.2	Members noted the <b>Amended Articles of Association Update</b> UC18-203	
*5.3	<p><b>Risk Management – Corporate Risk Register (UC18-204)</b></p> <p>Some members noted their concerns about the lack of designated actions on 'red/risk' risks, and collective discussion is required to make suggestions on these risks at the upcoming risk workshop. Members were pleased to note that all partners are now scoring on common risks, and heard that transfer to a new platform was underway to improve reporting and reliability.</p> <p>Members requested that the risk review group consider whether the risks around integration are being accurately recorded.</p>	COOS
*5.4	<p><b>Safeguarding - Keeping vulnerable beneficiaries, volunteers and staff safe</b> UC18-205</p> <p>Members were reminded that they should be aware of safeguarding measures at the university. Members requested an update on whether all partners have safeguarding policies signed off by boards and when they were last reviewed.</p>	COOS
*5.5	<p><b>Preparing for GDPR</b> UC18-206</p> <p>A new DPO was being interviewed week of 28 March. Workstreams and activities around compliance have been developed to ensure compliance.</p> <p>Members noted that the paper presented is not explicit on progress in terms of the 25 May commencement; an assurance paper was requested to be circulated to members before 25 May.</p>	COOS
*5.6	<p><b>Argyll College Assignation</b> Verbal</p> <p>The deadline for completing outstanding items is 31 March; 13 items are still outstanding, 7 agreed with SFC to be delivered by 31 March (the other 6 are annual activities). It was reported that 2 of the 7 would not be deliverable until very close to the deadline, including the effectiveness review. COOS to update the Chair on this.</p>	COOS
<b>6</b>	<b>FINANCE AND PERFORMANCE</b>	
6.1	Members noted the <b>Updated Delegated Authorities Schedule</b> UC18-207	
6.2	Members noted the <b>2017-18 Q2 Management Accounts</b> UC18-208	
6.3	Members noted the <b>2017-18 Q2 Re-forecast</b> UC18-209	

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*6.4	<p><b>Finance Systems Convergence Project Update</b> UC18-210</p> <p>FGPC at their January meeting agreed to serve notice on the contractor for two-year delays which served to expedite delivery; the system has now been delivered and is being tested, with a view to implement in the next academic year (by Inverness College).</p>	
6.5	Members noted the <b>Academic Partner Financial Monitoring</b> paper UC18-211	
*6.6	<p><b>Student Residences – Occupancy Strategy</b> UC18-212</p> <p>Members noted that underoccupancy represents a large risk for UHI. COOS reported that there was a meeting with principals of Cityheart in early April to discuss their support for our efforts; COOS will report back to FGPC. Court heard that lots of activities were underway to address current situation and ongoing occupancy issues. Concerns about the lack of a strategic plan, and the amount of resource assigned to tackle the problem, were raised by members. Court requested clarification on actions taken; the COOS agreed to circulate previous reports to identify these and where the issues lie.</p>	COOS
7	<b>ACADEMIC BUSINESS</b>	
*7.1	<p><b>National Student Survey</b> Verbal – background information provided in the reading room.</p> <p>Members heard that the current response rate is at 75%, up from 70% last year and above the average UK response rate of 61%. Members were reminded of the processes and timelines of the survey, including the embargo period, as well as the risks around the small sample size. Members welcomed the strategic approach to the NSS.</p>	
8	<b>REPORTS &amp; CIRCULARS</b>	
8.1	<p><b>HISA Report</b> UC18-214</p> <p>HISA reported that regional and local elections, held simultaneously for the first time, were ongoing and that turnout is almost double.</p> <p>Chair and Court members congratulated HISA for their ongoing work and successes.</p>	
8.2	Members noted the draft <b>minutes of the Foundation meeting</b> held on 21 November 2017 (UC18-215)	
8.3	Members noted the <b>Annual Health &amp; Safety Report</b> (as considered by FGPC 1/3/18) UC18-216	
*9	<p><b>DATE OF NEXT COURT MEETING:</b> 19 and 20 June 2018</p> <p>There was no other business and the Chair closed the meeting at 15:47.</p>	