

Recovery Plan Monitoring Committee

Agenda

Meeting reference: RPMC2025-26/01

Date: Monday 22 September 2025 at 4:00pm

Location: Online

Purpose: Initial meeting

* Denotes items for approval or discussion.

Members should contact the Secretary in advance of the meeting if they wish to request an item be starred.

	Agenda Items	Author	Led by	Paper
1	Welcome and apologies		Chair	
2	Additions to the Agenda		Chair	
3	Declaration of a Conflict of Interest in any Agenda Item			
4	Initial Discussion re Purpose & Scope of Meeting		Chair	Verbal
*5	Recovery Plan Dashboard	Depute Principal (Operations)	Depute Principal (Operations)	Paper 1
6	Date and Time of next meeting <ul style="list-style-type: none"> Monday 20 October 2025 @ 4pm 		Clerk	
*7	Review of Meeting & Key Messages (Committee to check against the Terms of Reference to ensure all competent business has been covered & to note Key Messages to be communicated to appropriate stakeholders)			Paper 2

Committee Cover Sheet

Paper No. 1

Name of Committee	Recovery Plan Monitoring Committee
Subject	Financial Recovery Plan (FRP) Monitoring - Dashboard
Date of Committee meeting	22/09/2025
Author	Lynn Murray, Depute Principal Operations Kirsty Campbell, Risk Management and Project Officer Fiona Cameron, Interim Director of Finance
Date paper prepared	19/09/2025
Executive Summary Please provide a concise summary of the Paper outlining the purpose, impact and recommended future actions if approved	A FRP monitoring dashboard has been drafted for discussion and approval by the Committee. Detailed information on project planning and finance will be used to populate the dashboard. Committee are also asked to consider future reporting of details in the Dashboard as Recovery Plan Monitoring Committee will be publishable.
Committee Consultation Please note which Committees this paper has previously been tabled at, and a brief summary of the outcomes/actions arising from this.	N/A
Action requested	<input type="checkbox"/> For information <input checked="" type="checkbox"/> For discussion <input type="checkbox"/> For endorsement <input checked="" type="checkbox"/> For approval <input type="checkbox"/> Recommended with guidance (please provide further information, below)
Risk implications Does this activity/proposal come with any associated risk to UHI Perth, or mitigate against existing risk? Authors must identify: (a) the relevant risk(s) from the ERM	No The Committee should discuss whether risk would also be monitored on the dashboard or via the strategic risk register.

Committee Cover Sheet

<p>Risk Register linked to the paper; and (b) the Board-approved risk appetite level for each associated risk.</p> <p>If yes, please provide details</p>	
<p>Strategic Impact</p> <p>Please highlight how the paper links to the Strategic Objectives of UHI Perth or the UHI Partnership: Strategic-Plan-2022-27.pdf</p> <p>If there is no direct link to Strategic Objectives, please provide a justification for inclusion of this paper to the nominated Committee.</p>	<p>Links to all Strategic Objectives.</p>
<p>Resource implications</p> <p>Does this activity/proposal require the use of College resources to implement?</p> <p>If yes, please provide details.</p>	<p>Yes</p> <p>The FRP monitoring dashboard and supporting information will need resources to maintain.</p>
<p>Equality & Diversity</p> <p>Does this activity/proposal require an Equality Impact Assessment?</p> <p>If yes, please provide details.</p>	<p>No</p>
<p>Data Protection</p> <p>Does this activity/proposal require a Data Protection Impact Assessment?</p> <p>If yes, please provide details.</p>	<p>No</p> <p>Click or tap here to enter text.</p>
<p>Island communities</p> <p>Does this activity/proposal have an effect on an island community which is significantly different from its effect on other communities (including other island communities)?</p>	<p>No</p> <p>If yes, please give details:</p> <p>Click or tap here to enter text.</p>

Committee Cover Sheet

Status (ie confidential or non-confidential)	Non-Confidential If a paper needs to remain confidential for a prescribed period of time before being made 'open', please advise how long must the paper be withheld: Click or tap here to enter text.
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Freedom of Information

Please note that **ALL** papers will be included within 'open' business unless a justifiable reason can be provided.

Please select a justification from the list, below:

Its disclosure would substantially prejudice a programme of research	<input type="checkbox"/>	Its disclosure would substantially prejudice the effective conduct of public affairs	<input type="checkbox"/>
Its disclosure would substantially prejudice the commercial interests of any person or organisation	<input type="checkbox"/>	Its disclosure would constitute a breach of confidence actionable in court	<input type="checkbox"/>
Its disclosure would constitute a breach of the Data Protection Act	<input type="checkbox"/>	Other [please give further details] Click or tap here to enter text.	<input type="checkbox"/>

Further guidance on application of the exclusions from Freedom of Information legislation is available via:

<http://www.itspublicknowledge.info/ScottishPublicAuthorities/ScottishPublicAuthorities.asp>

and

http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf

FRP Project Monitoring Report Dashboard

Project Overview and Progress Summary

	Start Date	Project Status
Financial Recovery Plan	28/08/25	In Progress

Target v Actual 2025/26

	25-26 Target	25-26 Actual to date	RAG	Exception Report
Savings/Growth				
HE Numbers				
Staff Costs				
Non-Staff Costs				

Task Table

Category	Task Name	Assigned To	Start Date	Implementation Date	RAG Status	Financial Target 25/26 £000	Financial Actual 25/26 £000	Comments
	Task 1						0	
	Task 2						0	
	Task 3						0	
	Task 4						0	
	Task 5						0	
	Task 6						0	
	Task 7						0	
	Task 8						0	
	Task 9						0	
	Task 10						0	
	Task 11						0	
	Task 12						0	
	Task 13						0	
	Task 14						0	
	Task 15						0	
	Task 16						0	
	Task 17						0	
	Task 18						0	
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	Task 24						0	
	Task 25						0	
	Task 26						0	
	Task 27						0	
	Task 28						0	
	Task 29						0	
	Task 30						0	
	Task 31						0	
	Task 32						0	
	Task 33						0	
	Task 34						0	
	Task 35						0	
	Task 36						0	
	Task 37						0	
					Total £000			

RECOVERY PLAN MONITORING COMMITTEE – TERMS OF REFERENCE

Membership

- No fewer than 4 Independent Members of the Board of Management, one of whom shall be designated as Chair; this number to include the Vice Chairs of Audit, Finance & Resources and Learner Experience Committees
- Principal & Chief Executive
- One place reserved by invitation for a Student Member of the Board, as nominated by HISA Perth
- One place reserved by invitation for a Staff Member of the Board or Trade Union Member of the Board.

In attendance

Depute Principal (Operations)

Director of Finance

Other appropriate staff members of the College by invitation

Quorum

The quorum shall be 5 members of which at least 3 to be Independent Members.

Frequency of Meetings

The Committee shall meet initially on a monthly basis, with frequency to be reviewed July 2026

Terms of Reference

The Recovery Plan Monitoring Committee shall:

- 1 Review key information and outcomes to allow for effective monitoring of the UHI Perth Recovery Plan;
- 2 Provide regular reports to the Board of Management on progress towards key objectives for the UHI Perth Recovery Plan, and on any identified barriers towards progress;
- 3 Provide appropriate guidance and support to aid in the delivery of identified Enabling Strategies and other Plans identified within the UHI Perth Recovery Plan;

Approved July 2025