

Recovery Plan Monitoring Committee

Agenda

Meeting reference: RPMC2025-26/02

Date: Tuesday 28 October 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		Chair	
4	Minutes of the meeting held on 22 September 2025	Clerk	Chair	Paper 1
5	Matters Arising from Previous Minutes		Chair	
*6	Recovery Plan Dashboard	Risk & Project Officer	Depute Principal (Operations)	Paper 2
7	Any Other Business		Chair	
8	Date and Time of next meeting <ul style="list-style-type: none"> Monday 17 November 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)		Chair	Paper 3

Recovery Plan Monitoring Committee

DRAFT Minutes

Meeting reference: RPMC 2025-26/02

Date and time: Monday 22 September 2025

Location: Online

Members present: Deirdre Joy, Chair
David Macluskey
Ian Robotham, Board Member
Chris Whatley, Board Member
Catherine Etri, Interim Principal
Richard Fyfe, Staff Board Member
Andi Garrity, Student Board Member
Ronnie Dewar, Trade Union Board Member

In attendance: Lynn Murray, Depute Principal (Operations)
Kirsty Campbell, Risk & Project Officer
Ian McCartney, Clerk to the Board of Management

Apologies: Fiona Cameron, Interim Director of Finance

Chair: Deirdre Joy
Minute Taker: Ian McCartney
Quorum: 5

UHI Perth is a registered Scottish charity, number SC021209

We will act with integrity in everything we do

Student Centred + Innovative + Ambitious + Respectful + Inclusive + Collaborative

Minutes

Item		Action
1.	Welcome and Apologies Chair welcomed everyone to the meeting and noted that apologies had been received from the Interim Director of Finance.	
2.	Additions to the Agenda Committee to discuss Reporting Protocols (to be recorded as Item 6).	
3.	Declaration of Interest in any Agenda Item There were no declarations of a conflict of interest.	
4.	Initial Discussion re Purpose & Scope of Meeting As this was the inaugural meeting of the Committee, Chair outlined proposals to assist in clarifying the purpose and scope of the Committee. Following discussion, Committee AGREED that the primary function was to provide the Board with timely assurance around the delivery of the FRP through constructive challenge, with the 3 Recovery Themes being the key focus while maintaining an overview on wider proposals Committee were advised that notification of formal approval of the FRP had not yet been received from the Regional Strategic Body, and there was some confusion over whether the FRP had yet been shared, or required to be shared, with SFC. This means an approved FRP has not yet been shared with PLG and other data owners.	
5.	Recovery Plan Dashboard Depute Principal (Operations) presented Paper 1, which provided an outline schematic of how the Recovery Plan Dashboard was proposed to be presented, with additional detail provided in the background to support this data. Committee feedback was sought on how much detail would be required on the Dashboard. Following discussion, Committee AGREED that regular RAG dashboard updates should be provided supported by brief narratives from data owners, however operational documents such as Dashboard and Implementation Plan should be stored on the shared Committee Teams page to allow confidential commentary on updates.	

6.	<p>Committee Reporting Protocols</p> <p>Committee noted the quick turnaround times between meetings and discussed most effective methodologies for reporting to Board when multiple meeting may take place with the same Board Cycle.</p> <p>Committee AGREED to report to Board by exception, with a quarterly summary report provided to support formal Board Meetings.</p> <p>Committee were also reminded that powers had been devolved from Board re calling a short-notice Board of Management meeting should any red flag issues be raised. Celebrating success should also be factored in to reporting mechanism.</p>	
7.	<p>Date of Next Meeting</p> <ul style="list-style-type: none"> • Tuesday 28 October 2025 (amended from original date) 	
8.	<p>Review of Meeting</p> <p>Committee agreed that meeting had been conducted in line with the Terms of Reference</p>	

Information recorded in College minutes are subject to release under the Freedom of Information (Scotland) Act 2002 (FOI(S)A). Certain exemptions apply: financial information relating to procurement items still under tender, legal advice from College lawyers, items related to national security.

Notes taken to help record minutes are also subject to Freedom of Information requests, and should be destroyed as soon as minutes are approved.

Status of Minutes – Open ☒ Closed ☐

An **open** item is one over which there would be no issues for the College in releasing the information to the public in response to a freedom of information request.

A **closed** item is one that contains information that could be withheld from release to the public because an exemption under the Freedom of Information (Scotland) Act 2002 applies.

The College may also be asked for information contained in minutes about living individuals, under the terms of the Data Protection Act 2018. It is important that fact, rather than opinion, is recorded.

Do the minutes contain items which may be contentious under the terms of the Data Protection Act 2018? **Yes ☐ No ☒**

Committee Cover Sheet

Paper 2

Name of Committee	Recovery Plan Monitoring Committee
Subject	FRP Project Update
Date of Committee meeting	28/10/2025
Author	Lynn Murray, Depute Principal Operations Kirsty Campbell, Risk Management and Project Officer
Date paper prepared	23/10/2025
Executive Summary Please provide a concise summary of the Paper outlining the purpose, impact and recommended future actions if approved.	Project progress: Financial The September financial figures due by mid-November will provide an early indication of progress against the Savings/Growth targets for 2025/26. Timeline The Interim Principal & Chief Executive will provide the full FRP to PLG Directors ahead of their next meeting on 28/10/25. Following this, the focused work will begin to implement the actions required to achieve the savings and growth targets set out in the plan. Risk The delay at the Scottish Funding Council (SFC) in giving formal approval to Financial Recovery Plans from across the sector is impacting the project timeline and the finalisation of the 2025/26 budget, although the Board approved a baseline budget in June. This raises the risk of repeating the previous situation of operating without a fully approved budget. While budget owners are working to the baseline budget, they lack certainty over final allocations, increasing the risk of overspend. Essential spend-only protocols have been implemented as a mitigation measure; however, there remains a risk that expenditure may still exceed budget.

Committee Cover Sheet

<p>Committee Consultation</p> <p>Please note which Committees this paper has previously been tabled at, and a brief summary of the outcomes/actions arising from this.</p>	<p>N/A</p>
<p>Action requested</p>	<p> <input type="checkbox"/> For information <input checked="" type="checkbox"/> For discussion <input type="checkbox"/> For endorsement For approval <input type="checkbox"/> Recommended with guidance (please provide further information, below) </p>
<p>Risk implications</p> <p>Does this activity/proposal come with any associated risk to UHI Perth, or mitigate against existing risk?</p> <p>Authors must identify: (a) the relevant risk(s) from the ERM 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>Yes</p> <p>There is a risk that the targets set out in the FRP may not be realised and that a break-even budget is not achieved over the three-year period from 2025/26. This could affect the long-term financial sustainability of UHI Perth. The FRP will be closely monitored by the Perth Leadership Group, this Committee and the Board and early action taken to realign targets if assumptions are not realised.</p> <p>Risk Categories/Board Risk Appetite:</p> <ul style="list-style-type: none"> • Product Delivery- 8/Cautious • Financial – 6/Minimal • Operational – 15/Open • People – 15/Open • Strategic & External Risk – 6/Minimal

Committee Cover Sheet

<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 Action Plan requires input from all PLG Directors and other staff.</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>

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.
--	--

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

Project Status Report Dashboard

Project Overview and Progress Summary

Start Date

Financial Recovery Plan	25/08/25
-------------------------	----------

Target v Actual Income Growth/Cost Savings 2025/26

	RAG
Savings/Growth Overall	
HE/FE Funding	
January Curriculum - Student Nos FE/HE	
Staff Costs	
Staff Recruitment	
Non-Staff Costs	

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