

Recovery Plan Monitoring Committee

Agenda

Meeting reference: RPMC2025-26/03
Date: Thursday 11 December 2025 at 4:00pm
Location: Online
Purpose: Scheduled 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 28 October 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 26 January 2026 @ 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 2025-26/03

Date and time: Tuesday 28 October 2025

Location: Online

Members present: Deirdre Joy, Chair
Chris Whatley, Board Member
Catherine Etri, Interim Principal (from Item 6)
Richard Fyfe, Staff Board Member
Ronnie Dewar, Trade Union Board Member

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

Apologies: David Macluskey, Board Member
Andi Garrity, Student Board Member

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

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Minutes

Item		Action
1.	<p>Welcome and Apologies</p> <p>Chair welcomed everyone to the meeting and noted apologies.</p> <p>Chair noted that the meeting was not quorate, however would proceed for information only.</p>	
2.	<p>Additions to the Agenda</p> <p>There were no additions to the agenda.</p>	
3.	<p>Declaration of Interest in any Agenda Item</p> <p>There were no declarations of a conflict of interest.</p>	
4.	<p>Minutes of the meeting held 22 September 2025</p> <p>The minutes were AGREED as being an accurate record of the meeting.</p>	
5.	<p>Matters Arising from Previous Minutes</p> <p>There were no matter arising.</p>	
6.	<p>Recovery Plan Dashboard</p> <p>Depute Principal (Operations) provided a summary of Paper 2, noting that future version would be more densely populated as the project develops. Committee were also reminded that there was some sensitive information being utilised around the Recovery Plan that could not yet be made public.</p> <p>Depute Principal (Operations) advised that funding targets looked likely to be met, and this should be confirmed within the next week or so, however this was not yet in a position to be rated Green in the RAG rating.</p> <p>Depute Principal (Operations) advised Committee on progress re key staff recruitment and staff cost savings, and confirmed that formal approval of the Financial Recovery Plan was still awaited, which did limit the some of the specific targets being agreed.</p> <p>Board Member queried when some key numbers would be made available. Depute Principal (Operations) advised that these would be linked to the financial monitoring schedule as agreed by Board,</p>	

	<p>therefore toward the conclusion of Board Cycle 2.</p> <p>Committee discussed the importance of staff understanding that the FRP was everyone’s project and that all staff need to be both engaged and accountable during the process. Depute Principal (Operations) advised that PLG had agreed to reinstate monthly Staff Comms to provide updates on a regular basis.</p> <p>Committee discussed potential options around the Centre for Mountain Studies, given that the February completion date of transfer looked optimistic. Interim Principal advised on the impacts on REF for UHI Perth and UHI.</p> <p>Chair noted that there was an expectation to start to see narratives from Directors around progress moving forward. Committee were advised that these can now be built up and data captured given awareness of Action Plans.</p>	
<p>7.</p>	<p>Date of Next Meeting</p> <p>Chair noted that the RAG ratings were at an early stage in terms of detailed monitoring and assurance, and more time would be required to develop milestones. Given this, it was proposed to postpone the meeting scheduled in November and to reconvene for the December meeting, with Chair and Depute Principal (Operations) meeting at the mid-point to discuss progress.</p> <p>This course of action was AGREED.</p> <p>Date of next meeting was therefore amended to Thursday 11 December 2025.</p>	
<p>8.</p>	<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	11/12/2025
Author	Lynn Murray, Depute Principal Operations Kirsty Campbell, Risk Management and Project Officer
Date paper prepared	09/12/2025
Executive Summary Please provide a concise summary of the Paper outlining the purpose, impact and recommended future actions if approved.	An updated action plan and financial summary.
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 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 Risk Register linked to the paper; and (b) the Board-approved risk appetite level for each associated	Yes 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 3-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.

Committee Cover Sheet

<p>risk. If yes, please provide details.</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
<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? 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? If yes, please provide details.</p>	<p>No</p>
<p>Data Protection</p> <p>Does this activity/proposal require a Data Protection Impact Assessment? 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: 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.
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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

Financial Recovery Plan 2025-26

Project Status Report December 2025

Savings/Growth	RAG
HE/FE Funding	Green
January Curriculum - Student Nos FE/HE	Yellow
Income Growth	Red
Staff Costs	Green
Staff Recruitment	Green
Non-Staff Costs	Red

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