

Transition Board – Shetland Merger Project

Committee	HR and Remuneration Sub-committee
Subject	To review Professional Review and Development Policy
Action requested	<input type="checkbox"/> For information only <input checked="" type="checkbox"/> For discussion <input checked="" type="checkbox"/> For recommendation <input type="checkbox"/> For approval
Brief summary of the paper	The Draft Professional Review and Development Policy is presented for review. As part of registration of college lecturers with GTCS, we are required to develop and implement a PRD policy for the start of the new academic year.
Resource implications [if yes, please provide detail]	Yes Suitable budgets will be required to support the development aspects of the policy
Risk implications [if yes, please provide detail]	Yes Required to have a policy in place as part of registration of lecturers with GTCS.
Date paper prepared	19-Jun-21
Date of committee meeting	24-Jun-21
Author	Susan Berry
Equality and diversity	No
Status	Non-confidential
Freedom of Information Can this paper be included in 'open' business?*	Yes
Status following the meeting	

Context

As part of registration of college lecturers with GTCS, we are required to develop and implement a PRD policy for the start of the new academic year. As part of the work with GTCS the policy is to be validated, UHI are working with GTCS to organise a regional validation event, although each college has to develop their own policy.

The Policy has been developed in consultation with a short life working group (SLWG) including staff from both Colleges. The group agreed a holistic policy to cover all staff and not have separate policies for academics and professional (support) staff.

The policy is presented as TBHRR2021-6 Draft PRD Policy alongside a Draft procedure (TBHRR2021-6 Draft Procedure PRD) and the required TBHRR2021-6 Equality-Impact-Assessment-Form.pdf and supporting forms for lecturing staff and support staff (TBHRR2021-6 PDR Draft Form – Lecturer; TBHRR2021-6 PDR Draft Form - Support Staff)

UHI are developing training to support the 'Coaching Approach' required by GTCS to be used within the PRD process. Further training on implementation of the policy and procedure will need to be planned and organised (details will need to be available for validation) for all staff and line managers as part of the implementation at the beginning of the academic year.

The committee is asked to review and comment on the documentation

The committee is asked to recommend approval subject to review by union negotiating committee to allow implementation at the start of the academic year.