

HR and Remuneration Sub-Committee Meeting

Thursday 24 June 2021 @ 16:30 - 17:30

Venue: Teams Meeting

1.	<p>Present: Davie Sandison, Chair, Transition Board Jane Lewis, Principal designate Karen Hall, Chair, Learning, Teaching and Research Committee Grant Cumming, Independent Director Andrew Anderson, Staff Member Brendan Hall, Business Support Manager, Shetland College Susan Berry, Interim Principal, Shetland College & Train Shetland</p> <p>Apologies: Graeme Howell, Chair, Finance and General Purposes Committee Rory Gillies, Independent Director Betty Fullerton, Independent Director</p> <p>Minutes: Elaine McQuade, Shetland UHI</p> <p>Davie welcomed all and Brendan and Susan.</p>	
2.	<p>Declarations of interest Karen declared a family member working at Shetland College Andrew is branch secretary for EIS/FELA Grant and Betty are both Trustees of NAFC Davie said for the record he had resigned as a trustee of NAFC.</p>	
3.	<p>Minute of meeting 12 May 2021 These were accepted.</p>	Minute
4.	<p>Matters arising Jane said that the staff handbook was being updated and there had been a meeting with the unions. For this meeting the focus is on Professional review and development policy. Jane has received advice regarding the LRPA and will be setting a meeting with senior managers. Health and Safety is on the agenda</p>	
5.	<p>To review Terms of Reference for the committee This item to be kept on the agenda for reference.</p>	TBHRR2021-1
6.	<p>To update on Merger Working Group activities relating to HR Brendan said that after further investigation is had been agreed to purchase Breathe HR and the data protection impact assessment has been completed for this. It is hoped to have the system by Monday and then begin populating with NAFC data. Peninsula Health and Safety System demonstration, unfortunately this has not happened yet, but it will be possible to do a Peninsula induction through the welcoming process. PVG scheme - all the paperwork has been submitted and hope to hear back from Disclosure Scotland soon so we can start on PVG checks which will be standard for all Shetland UHI staff. He has</p>	Verbal

	<p>enquired if the present PVGs are still valid after the transfer to Shetland UHI and has been assured that they are but we are required to put our own in place as soon as practicable.</p> <p>Welcoming - we have arrangements in place. There is a welcoming letter, and a programme linked to this in place. All items mapped out and will be ready for 1 July 2021. He added that this was thanks to Angela Sutherland and he really appreciated all her help.</p> <p>Davie asked if we were happy we have enough time to implement Breathe HR and Jane said that we were, as NAFC has a paper based system which will remain as the fall back to start with.</p> <p>Andrew asked if there is IT compatibility between CHRIS and Breathe and Brendan assured him that this could be done as a data transfer when we receive the SIC data.</p> <p>Andrew asked about the HR Advisor recruitment and Jane said as soon as she received advice back on this it would be advertised.</p>	
7.	<p>To review Professional Review and Development Policy</p> <p>Susan said that this had been put together by a working group from both campuses and included union officials. This needs to be approved before the new academic year. This consists of a small review every year with an in depth sign off every 5 years by a line manager.</p> <p>Grant asked about section 3 compliance and who makes up the committee and if any changes need to be made how this would happen.</p> <p>Susan said that the committee had not been established yet but that it would be through local consultation.</p> <p>Jane said that the Local RPA will cover this. In terms of consultation there is a dispute procedure to go through.</p> <p>Betty was supportive of this for all staff, not just lecturing staff. Susan said that the group has made this a single policy for all staff.</p> <p>Karen asked about professional memberships. Susan said no up to this point - voluntary registration. She is still waiting for question to be answered. She has made a general reference to but not named individual bodies.</p> <p>Grant said that this was a good document and easy to follow. Jane echoed what Grant had said and would formally thanked the group and Susan for leading the group.</p>	TBHRR2021-6
8.	<p>To consider staff transfer from Shetland College and Train Shetland</p> <p>Jane said that following SIC policy, all new staff were appointed to temporary contracts. The best she had been able to do was to extend these until July 2022 to help retain staff. She has taken HR</p>	TBHRR2021-7

	<p>advice and would like to appoint staff to substantive positions at the point of merger. That will be in the context of a restructuring process. This would not cover fixed term contracts. She and other senior managers were keen for this proposal to be agreed.</p> <p>After discussion regarding 2 years for lecturers and 4 years for other staff on temporary contracts it was agreed that this was also unacceptable and should be made equitable going forward.</p> <p>Davie noted the committee's approval and agreement for what has been recommended in the paper.</p>	
9.	<p>To approve Information handling policy</p> <p>Jane said that this needs to be in place for our PVG registration.</p> <p>This was approved.</p>	TBHRR2021-8
10.	<p>AOB</p> <p>Jane reminded everyone of the additional Transition Board meeting on 28 June 2021 and she would issue papers as soon as possible.</p> <p>Grant asked if we could minimise the amount of PDF documents and Jane said that the new Board Secretary who is starting from 12 July 2021 will be implementing a new system called Admin Control so there will be an improvement on the way as in this system you can pull down a single meeting document.</p> <p>Davie commented that he found that system quite good.</p>	
11.	<p>To note next meeting 14th July 2021</p>	