

Shetland UHI Board

Committee	Click or tap here to enter text.
Subject	Click or tap here to enter text.
Action requested	<input type="checkbox"/> For information only <input checked="" type="checkbox"/> For discussion <input type="checkbox"/> For recommendation <input type="checkbox"/> For endorsement <input type="checkbox"/> For approval
Brief summary of the paper	The paper provides an update on the Merger – completed workstreams and ongoing work
Resource implications (If yes, please provide details)	Yes Decisions on ways of working will have an impact on staff and may also have budget implications
Risk implications (If yes, please provide details)	Yes Risks associated with transition to and implementation of new systems and ways of working. Staff and students will take time to adjust and there may be some delays or interruptions to business processes.
Date paper prepared	09/08/2021
Date of committee meeting	18/08/2021
Author	Brendan Hall
Link with strategy Please highlight how the paper links to the Strategic Plan, or assist with: <ul style="list-style-type: none"> • Compliance • National Student Survey • partnership services • risk management • other activity [e.g. new opportunity] – please provide 	New Shetland UHI strategy now in place – merger work central to delivery

further information.	
<u>Equality and diversity</u> Does this activity/ proposal require an Equality Impact Assessment?	No If yes, please give details: Click or tap here to enter text.
<u>Data Protection</u> Does this activity/ proposal require a Data Protection Impact Assessment?	No If yes, please give details: Click or tap here to enter text.
Island communities 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)?	No If yes, please give details: Click or tap here to enter text.
Status (e.g. confidential, non-confidential)	Non-confidential
Freedom of information Can this paper be included in "open" business?*	Open business
Consultation How has consultation with partners been carried out?	Internal consultation through workstreams. Alignment with UHI sought wherever possible.

* If a paper should **not** be included within 'open' business, please highlight below the reason.

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"/>
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For how long must the paper be withheld? Click or tap here to enter text.

Merger Update

Table below provides the Board with an update in the merger, including the completion of workstream activities and areas of ongoing work.

Workstream/ Item	<i>August 2021 update</i>
Governance	
Board and Governance	<ul style="list-style-type: none"> • Transition Board meetings 07, 21, 28 July 2021 • All transfer agreements signed off 30 June 2021
Board development	<ul style="list-style-type: none"> • Transition Board moved to become Shetland UHI Board on 01 August 2021 • Board Secretary started 12 July 2021 • Development timetable and meetings schedule for 2021 confirmed
OSCR recognition	<ul style="list-style-type: none"> • Charitable status confirmed 21 January 2021 • Name change to Shetland UHI (removing 'Ltd.') confirmed 02 July 2021
Bank Account	<ul style="list-style-type: none"> • Bank Account set up and working • Paperwork submitted to change corporate administrators
Funding	<ul style="list-style-type: none"> • Formal confirmation received of transformational funding • Letter of comfort received from UHI regarding SFC funding • MMBC Budgets reworking progressing, overseen by Finance and General Purposes Committee
Pensions	<ul style="list-style-type: none"> • SPPA confirmed Shetland UHI as a new employer 07 June 2021 • SIC have approved admittance request by Shetland UHI to the LGPS scheme • All pensions elements of transfer agreement agreed
Insurance	<ul style="list-style-type: none"> • Insurance provider confirmed – Zurich Municipal – 07 June 2021 • Cover started 01 August 2021
Transfer of Assets, contracts, licences	<ul style="list-style-type: none"> • All necessary novation and assignments complete • Review underway to identify new contracts required by Shetland UHI
Information and Data Protection	<ul style="list-style-type: none"> • Shetland UHI registered with Information Commissioner's Office and fee paid
Shared ways of Working and Operational Workstreams	
Shared Committee Structure	<ul style="list-style-type: none"> • All committees and Terms of Reference agreed – review of committee memberships complete • Shetland UHI committee scheduling now underway • Complete set of Shetland UHI strategies agreed
Human Resources workstream	<ul style="list-style-type: none"> • HR Handbook re-drafting continuing • HR system solution being populated with staff information – induction to follow • Recruitment of HR Lead progressing
Finance workstream	<ul style="list-style-type: none"> • Creation of finance system and payroll underway
Administration/ Organisational workstream	<ul style="list-style-type: none"> • CELCAT purchased for Shetland UHI • Timetabling to proceed ahead of 2021/22 Academic Year

Student Records workstream	<ul style="list-style-type: none"> • Application form implemented
Academic Administration (MA) workstream	<ul style="list-style-type: none"> • Skills Development Scotland contracts novated • Meeting 18 August 2021 to discuss future arrangements
Student Support Services workstream	<ul style="list-style-type: none"> • Induction planning underway for new academic year • Service requirements for Shetland UHI to be discussed
ICT Workstream	<ul style="list-style-type: none"> • All username changes initiated 01 August 2021 • Ongoing dialogue with UHI LIS
Estates & Facilities workstream	<ul style="list-style-type: none"> • Peninsula Health and Safety service purchased for Shetland UHI • Opportunities for single maintenance contracts being explored
Short Courses workstream	<ul style="list-style-type: none"> • Long list of Short Courses compiled • Analysis complete
Quality workstream	<ul style="list-style-type: none"> • Development of single policies and procedures underway • Approving bodies discussions ongoing with aim of finalising any changes mid-August 2021
Website	<ul style="list-style-type: none"> • Website in place 01 August 2021
Branding	<ul style="list-style-type: none"> • New logo in use across Shetland UHI • Roll-out to be progressed, audit of signage complete