

Committee	Board of Management
Subject	Staff Director Elections
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	This paper outlines the report for the staff director elections undertaken in August and September 2021
Resource implications (If yes, please provide details)	No Click or tap here to enter text.
Risk implications (If yes, please provide details)	No Click or tap here to enter text.
Date paper prepared	16/10/2021
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<p>Link with strategy</p> <p>Please highlight how the paper links to the Strategic Plan, or assist with:</p> <ul style="list-style-type: none"> • Compliance • National Student Survey • partnership services • risk management • other activity [e.g. new opportunity] – please provide further information. 	<p>Compliance. Legal requirement to conduct elections</p>
<p><u>Equality and diversity</u></p> <p>Does this activity/proposal require an Equality Impact Assessment?</p>	<p>No</p> <p>If yes, please give details:</p> <p>Click or tap here to enter text.</p>
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<p>Status (e.g. confidential, non-confidential)</p>	<p>Non-Confidential</p>

<p>Freedom of information</p> <p>Can this paper be included in “open” business?*</p>	<p>Yes</p>
<p>Consultation</p> <p>How has consultation with partners been carried out?</p>	<p>N/A</p>

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

<p>Its disclosure would substantially prejudice a programme of research</p>	<input type="checkbox"/>	<p>Its disclosure would substantially prejudice the effective conduct of public affairs</p>	<input type="checkbox"/>
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Staff Director Elections 2021 Report

Background of Election

The Board of Management of Shetland UHI inherited four staff directors from the Shetland UHI Transition Board, two from NAFC Marine Centre UHI, and two from Shetland College UHI. In each case there was one Teaching Staff Director, and one Non-Teaching Staff Director. Once the merger of Shetland UHI had been completed, the Board of Management was required to hold new elections for Staff Directors to the Board of Management of Shetland UHI, to reduce the number of Staff Directors down to two, one Teaching Director, and one Non-Teaching Staff Director.

The election process is required by law under the [Post-16 Education Act](#) Section 6, Clause 3A, which details that two staff directors must be from and elected by, Teaching Staff, and Non-Teaching staff, respectively, as two different constituencies.

Preparation for the Election

The Articles place the responsibility and duties of Returning Officer upon the Board Secretary. In order to ensure effective oversight of the election, the Board Secretary invited UHI, as the Regional Strategic Body, to oversee the election.

Example Election Packs and Standing Orders were sought from around the partnership and adapted accordingly. Prior to the Election Standing Orders being presented to Board of Management for approval, on behalf the board, the Secretary undertook consultation was undertaken with Trade Union representatives from EIS-FILA and Unison as required by [Post-16 Education Act](#) Section 6, Clause 3B.

The Returning Officer met with the Regional Strategic Body to establish the appropriate nomination methodology. One significant difference to previous Shetland UHI Staff Director elections, was the removal of the requirement for candidates to declare the support of two other members of staff before their nomination was accepted. The Returning Officer adapted the existing template nominations form using JISC online surveys, with one form purposed for teaching staff, and one purposed for non-teaching staff.

In consultation with the Principal of Shetland UHI, and the Regional Strategic Body, “teaching staff” was interpreted as academic staff, and therefore included research staff, and other staff who’s work was associated with academia. All other staff were therefore deemed “Non-Teaching Staff”. As this was the first election process after merger, the decision was made prior to nominations, that Re-Open Nominations or None of the Above, would be offered as an option on the ballot paper. Email advertising was circulated to Shetland staff in two different forms, a direct email, and a feature in the weekly Newsletter. This was repeated throughout the nominations period. The election timeline was set as follows:

Date	Time	Event
16 th August	16:00	Nominations Open
6 th September	16:00	Nominations Close
13 th September	10:00	Voting Opens
17 th September	12:00	Voting Closes

Interaction with Candidates

During the Nomination period, interaction with some staff interested in nominating themselves indicated that it would be helpful if they could receive some guidance in how to construct a supporting statement. Therefore, final advertisements to staff stated that staff could submit their supporting statement after the close of nominations.

Once nominations closed each nomination was reviewed. One nomination was received for the Non-Teaching Staff Director role, and two were received for the Teaching Staff Director role. A further staff member had been in touch prior to the close of nominations declaring that they had submitted, but no nomination had been received. The Returning Officer therefore concluded that this was down to a technical error and allowed the staff member to submit within one working day thereafter, which they did successfully.

The Returning Officer met the candidates for the Teaching Staff Director election, Joan Beattie, Simon Clarke, Beth Mouat, to discuss the next stages of the election, and what candidates could do during the voting period. Candidates were given the opportunity to submit a revised candidate statement based on the advice presented to them by the Returning Officer, along with a profile photo of themselves. Candidates were not given a campaigning budget and were advised to undertake any campaigning they wish to do via any means that was open and accessible to all candidates. Candidates were informed as to which staff could vote, and how staff could vote.

Throughout voting week, Teaching Staff Director election candidates were given regular updates on turnout to give them an understanding of the demographics that were, and had yet to, vote; as well as to provide motivation for them to enhance staff awareness of both the elections, and the board of management. Also included, was an update as to the proximity of this election's turnout to previous UHI staff election records as voting week progressed.

Conclusion of Non-Teaching Staff Director Election

One candidate came forward for the role, Angela Sutherland. The understanding at the time was that her nomination would be passed to Search and Nominations Committee for approval. However, further liaison with the Regional Strategic Body undertaken by the Returning Officer, concluded that Angela's appointment was automatic, giving Search and Nominations Committee the responsibility to note her appointment instead.

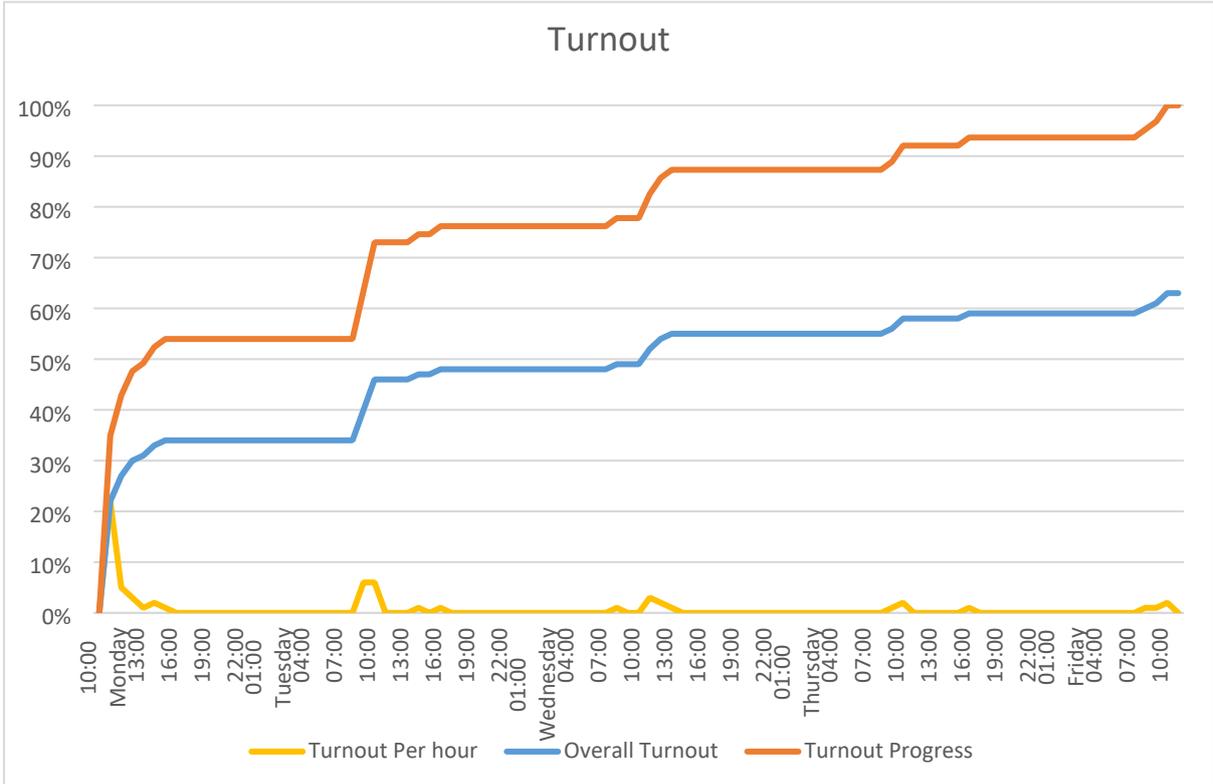
Voting for Teaching Director

An assessment of which members of staff had voting rights was undertaken. In liaison with the Chair of the Board and the Regional Strategic Body, the principle of inclusivity was established. Therefore, any member of Shetland UHI staff who split their time between academic duties and non-academic duties was granted the right to vote, regardless of whether academic duties was the minority or majority of their time. Equally, where a member of staff worked part-time for Shetland UHI in an academic capacity and part-time for another organisation, such a staff member was permitted to vote. The Returning Officer made judgement calls by role title as to which staff were academic staff. An email announcing the candidates went to all staff. Any staff who didn't receive a ballot at the start of voting, were asked to get in touch with the Returning Officer. Candidates were also reminded that they too, had the right to vote.

The data for voting was supplied by UHI’s IT team. It should be noted that occasional staff, and recently departed staff were included in the spreadsheet supplied. Data of UHI staff that was supplied for the election contained the following details of staff:

- Name
- Email address
- Job Title
- Department
- Campus

Voting was undertaken via JISC online surveys, using a modified version of a UHI Court election ballot paper. Voters were sent reminder emails on Tuesday, Wednesday, and Thursday of voting week, reminding them to vote. Voters were asked to rank candidates in order of preference. The turnout graph below, indicates their impact, as turnout jumped in the immediate hours after the reminders were sent. The graph also indicates that the majority of votes cast, were done so on Monday; with a further 25% being cast by the end of Tuesday. The turnout of 63% is a UHI record.



Graph 1: Teaching Staff Director Election Turnout Progress

The turnout data is as follows broken down by Campus, Department, and Role title. Rows in green indicating a majority turnout. Only departments or role titles that contained 5 or more staff are itemised.

Table 1: Turnout by Campus

Campus	Voted	Did Not Vote	Total
Lerwick	41	20	61
Scalloway	17	13	30
Blank	5	4	9
Total	63	37	100

Table 2: Turnout by Department

Department	Voted	Did Not Vote
Business and Hospitality	60%	40%
Centre for Rural Creativity	60%	40%
Community Learning	91%	9%
Creative and Cultural Industries	38%	62%
Health and Care	73%	27%
Marine Science and Technology	85%	15%
Training Skills and Development	47%	53%
Other	57%	43%
Overall	63%	37%

Table 3: Turnout by Role Title

Role Title	Voted	Did Not Vote
Lecturer	63%	37%
Senior Lecturer	100%	0%
SVQ Assessor / Lecturer	100%	0%
SVQ Assessor	66%	33%
Blank	78%	22%
Other	49%	51%
Overall	63%	37%

Results

The election was extremely close, with only 5 votes separating the candidates at stage 1. Unusually in an STV election, every voter cast a second preference. Joan's second preferences ultimately determined the outcome of the election, with 12 being cast for Simon, and 6 being cast for Beth.

Table 4: Teaching Staff Director Election Results

Ballot Position	Name	Outcome	Stage 1	Elimination of Joan Beattie	Stage 2
1	Joan Beattie	Eliminated (stage 1)	18.00	-18.00	0.00
2	Simon Clarke	won (stage 2)	22.00	+12.00	34.00
3	Beth Mouat	in last round	23.00	+6.00	29.00

The results were announced to candidates via email, with a full breakdown of votes being announce in the following week, also via email. The Returning Officer can confirm that there were no complaints, informal or formal, regarding the behaviour of candidates. The candidates were thanked for their participation by the Returning Officer. Candidates also praised the Returning Officer for the way in which the election was run. Every candidate was humble and courteous to each other upon the announcement of the results.