

Human Resources and Remuneration Committee

Wed 18 May 2022, 16:30 - 18:30

Held via Microsoft Teams

Attendees

Chair

- Simon Collins (Chair of Human Resources and Remuneration Committee)

Prescribed Board Members

- David Sandison (Chair of the Board of Management, Chair of Search and Nominations Committee)
- Lauren Doughton (Chair of Audit Committee)
- Graeme Howell (Chair of Finance and General Purposes Committee)
- Karen Hall (Chair of Learning, Teaching, and Research Committee)

Other Board Members

- Absent: Rory Gillies (Independent Director)
- Absent: Grant Cumming (Independent Director)

Ex-Officio (By invitation only)

- Jane Lewis (Principal - Shetland UHI)

Staff in Attendance

- Matt Sierocinski King (Board Secretary)
- Judith Fenton (HR and OD Lead)

Apologies

- Angela Sutherland (Non-Teaching Staff Director)

Meeting minutes

1. Welcome, Apologies, and Announcements

Mr Collins (Chair of Human Resources and Remuneration Committee) welcomed everyone to the meeting.

Noted: Apologies were received from Ms Sutherland

2. Declarations of Interest

Mr Collins (Chair of Human Resources and Remuneration Committee) invited members of the committee

Ms Hall (Chair of Learning, Teaching, and Research Committee) declared a conflict of interest as she has members of her family who work for Shetland UHI, and would be affected by the Voluntary Severance Scheme and Restructure items on the agenda

3. Minutes of the Previous Meeting

Mr Collins (Chair of Human Resources and Remuneration Committee) asked members of the committee to review the minutes of the previous meeting for matters of accuracy.

Decision: The Committee approved the confidential minutes as a true and accurate record of the previous meeting.

Decision: The Committee approved the non-confidential minutes as a true and accurate record of the previous meeting.

4. Matters Arising

There were no matters arising.

5. Terms of Reference

Mr Collins (Chair of Human Resources and Remuneration Committee) confirmed to the committee that the terms of reference had been ratified by Board of Management, and asked for clarification as to how they should be approached for future meetings.

Mr Howell (Chair of Finance and General Purposes Committee), Ms Hall (Chair of Learning, Teaching, and Research Committee) and Mx Sierocinski King (Board Secretary) advised the committee that the terms of reference in other committees sits as a standing item on agendas for members of each respective committee to note and remind themselves of the committee's remit at the start of each meeting.

Noted: The terms of references for Human Resources and Remuneration Committee.

Decision: The terms of reference for Human Resources and Remuneration Committee will remain a standing item to note at each meeting of this committee,

Action: The Board Secretary shall ensure that terms of reference for Human Resources and Remuneration Committee remain a standing item at each meeting of this committee.

6. Committee Training and Development

Mr Collins (Chair of Human Resources and Remuneration Committee) introduced this topic and invited Mx Sierocinski King (Board Secretary) to speak. The Board Secretary

noted their overdue actions regarding training and explained that the best avenue to support members of the committee completing remuneration training was to do so through one to one sessions with each member of the committee. The Board Secretary asked each member to state their availability vis a vis the chat function of the meeting.

The resulting availability of members of the committee is listed as follows:

- The Chair of Human Resources and Remuneration Committee: Friday afternoon or Monday morning.
- Ms Hall (Chair of Learning, Teaching, and Research Committee): Friday afternoon, or the following week.
- Ms Doughton (Chair of Audit Committee): 9th June onwards from 4pm onwards
- Mr Sandison (Chair of Board of Management, Chair of Search and Nominations Committee): next week with days and times to be confirmed
- Mr Howell (Chair of Finance and General Purposes Committee) and Professor Lewis (Principal) did not state their availability.

The committee also discussed the accessibility challenges they had experienced with CDN's online training.

Action: The Board Secretary will arrange one-to-one training support sessions with each member of the committee in accordance with the times listed above.

7. Organisational Policies

Mr Collins (Chair of Human Resources and Remuneration Committee) opened the policy section of the agenda noting that LNCC had approved these policies prior to the meeting.

7.1. Health, Safety and Wellbeing Policies

Mrs Fenton (HR and OD Lead) introduced the policies, and explained to the committee that the Accident, Incident and Hazard Reporting Procedure is a requirement, based on advice from consultants.

Mrs Fenton informed the committee that the Stress Management Policy was being presented for approval, and has gone through both a Human Resources and a Wellbeing audit process. She also highlighted that HR would circulate an Annual Stress Questionnaire to staff to help Shetland UHI monitor, manage, and understand staff stress levels.

The committee discussed the policies and the frequency of staff surveys on the whole. The committee requested a top level report regarding the implementation of these policies.

Decision: The Accident, Incident and Hazard Reporting Procedure was approved for use at Shetland UHI.

Action: Mrs Fenton will implement the Accident, Incident and Hazard Reporting Procedure at Shetland UHI.

Decision: The Stress Management Policy was approved for use at Shetland UHI.

Action: Mrs Fenton will implement the Stress Management Policy at Shetland UHI.

Action: Within an appropriate timeframe, the Human Resources and Remuneration Committee will receive a top level report on the implementation of these policies from Mrs Fenton.

9. Updates

Mr Collins (Chair of Human Resources and Remuneration Committee) introduced this section this section of the agenda.

9.1. Restructure - Restricted

Professor Lewis (Principal) updated on the senior staff recruitment after the implementation of Model A for the senior staff restructure, noting the successful appointments of:

- Laura Burden as Depute Principal Tertiary
- Beth Mouat as Director of Research
- Glenn Gilfillan as Director of Finance
- Gemma McGregor as Vice-Principal Operations

The Principal introduced the next level of the restructure to the committee which is focused on sections, grouped as either academic sections or professional sections; the former of which is being led on by Laura Burden, and the latter is being led on by the Principal.

The Principal gave a presentation focused on the key considerations for the second phase of the restructure, namely:

- Student life cycle
- The student experience
- The identification with consultation with senior management of four professional sections:
 1. Registry,
 2. Student experience,
 3. Facilities,
 4. Finance.

The committee discussed the blocks of administration in the Registry section and Student Experience sections and how they connect.

Decision: The committee endorsed the paper and delegated the Principal to progress the paper.

Action: The Principal shall progress the paper.

9.2. NRPA - Lecturing Staff

Mrs Fenton (HR and OD Lead) updated the committee on the move of Scalloway staff on to NRPA and that this affected 6 lecturers and 3 promoter lecturers.

Mrs Fenton confirmed that agreement on the date to which Scalloway staff were to be transferred to NRPA was reached and made effective the 1st May, with contracts signed by the affected staff.

Mrs Fenton noted that the process, while convoluted, was received as positive by all those involved.

Noted: The committee noted the paper

9.3. NRPA - Support Staff

Mrs Fenton (HR and OD lead) updated on the annual leave and working hours alignment with NRPA for support staff, confirming that staff would work a 35 hour working week for full time staff, with part-time staff having their hours adjusted accordingly, while noting that a small number part time staff would have a pro-rata increase, while maintaining their current hours of work, for example cleaning staff on 9 hour contracts.

Mrs Fenton also confirmed that the annual leave entitlement would be 45 days per year for full time staff, with 12 days of annual leave, of which 10 of the fixed days would be over the period Christmas, creating a Christmas shutdown for all staff for the first time. Staff who worked part-time will have an annual leave allowance set on a pro-rata basis.

The committee discussed the paper.

Decision: The committee endorsed the paper.

Action: The calculations of the costs of moving to staff to NRPA will be presented to the next Finance and General Purposes Committee meeting, by Mrs Fenton.

10. Any Other Business

There was no additional business raised.

11. Date of Next Meeting

The date of next meeting is Wednesday 18th May 2022 at 16:30 to be held on Microsoft Teams

Agenda Item	Action	Responsible	Progress
5	Ensure that terms of reference for Human Resources and Remuneration Committee remain a standing item at each meeting of this committee.	Board Secretary	Complete
6	Arrange one-to-one training support sessions with each member of the committee in accordance with the times listed above.	Board Secretary	Ongoing
7	Implement the Accident, Incident and Hazard Reporting Procedure at Shetland UHI.	Mrs Fenton	Ongoing
7	Implement the Stress Management Policy at Shetland UHI.	Mrs Fenton	Ongoing
7	Within an appropriate timeframe, the Human Resources and Remuneration Committee will receive a top level report on the implementation of these policies.	Mrs Fenton	Ongoing
9.1	Progress the paper.	Principal	Ongoing
9.3	The calculations of the costs of moving to staff to NRPA will be presented to the next Finance and General Purposes Committee meeting.	Mrs Fenton	Ongoing