

Transition Board – Shetland Merger Project

Committee	Transition Board – Shetland Merger Project
Subject	Merger Working Group update
Action requested	<input type="checkbox"/> For information only <input checked="" type="checkbox"/> For discussion <input type="checkbox"/> For recommendation <input type="checkbox"/> For approval
Brief summary of the paper	The paper provides an overview of work towards the Merger since the last Transition Board
Resource implications [if yes, please provide detail]	Yes Staff participation in merger work (particularly workstreams) may have impacts on existing operations. Transformational funding sought to provide backfill where necessary
Risk implications [if yes, please provide detail]	Yes Risks to merger progress associated with failure to complete key tasks on time
Date paper prepared	08-Dec-20
Date of committee meeting	16-Dec-20
Author	Brendan Hall
Equality and diversity	No
Status	Non-confidential
Freedom of Information Can this paper be included in 'open' business?*	Yes
Status following the meeting	

Activity Summary

Activity in **bold** represents key milestones in merger progress

Workstream/ Item	Activity since last Transition Board
Governance	
Transition Board and Governance	<ul style="list-style-type: none"> Transition Board meeting 18 November Appointments to Chairs of sub-committees completed Advertisement for new Board members and request to fisheries industry groups for nominations for representatives for the Board Search and Nominations committee met to consider applications 09 December Shetland UHI approved as a UHI partner
Transition Board development	<ul style="list-style-type: none"> Solutions being developed to fill Board Secretary post
OSCR recognition	<ul style="list-style-type: none"> Application submitted 20 November
Bank Account	<ul style="list-style-type: none"> Meeting with preferred provider 03 November Trustee declarations all submitted by 20 November
Pensions	<ul style="list-style-type: none"> Meeting with SPPA 16 November SPPA now looking into best options for transfer of pensions to Shetland UHI
Insurance	<ul style="list-style-type: none"> Secondment of Principal to Shetland UHI confirmed Secondment of Business Development and Projects Officer to Shetland UHI confirmed Information requirements and tendering process for Shetland UHI insurance established
Transfer of Assets, contracts, licences	<ul style="list-style-type: none"> Meeting with legal advisors to reinstate information sharing portal 01 December Meeting with Scottish Government Marine Planning Policy team to discuss transfer of designation for Marine Spatial Planning Partnership from NAFC to Shetland UHI 12 November
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"> Joint REKT committee Terms of Reference approved, first meeting scheduled for 16 December Draft Terms of Reference for joint Academic Board, QIC, Operations and Estates committee reviewed by: <ul style="list-style-type: none"> Shetland College Board Shetland College/Train Shetland Senior Management Group Shetland College Academic Board Shetland College Quality Improvement Committee NAFC Senior Management Team <p>Terms of Reference redrafted based on comments from above groups Terms of Reference for joint Covid-19 monitoring group developed</p>

Human Resources workstream	<ul style="list-style-type: none"> • HR Handbook re-drafting underway • All initial meetings completed • Presentation on UHI TechOne system requested
Finance workstream	<ul style="list-style-type: none"> • All initial meetings completed • Presentation on UHI TechOne system requested
Administration/ Organisational workstream	<ul style="list-style-type: none"> • Key contacts identified • Initial meetings underway
Academic Administration workstream	<ul style="list-style-type: none"> • Initial meetings underway
Student Support Services workstream	<ul style="list-style-type: none"> • All initial meetings completed • Workshop to discuss key tasks 10 December
ICT Workstream	<ul style="list-style-type: none"> • All initial meetings completed • Best practice workshop 07 December
Estates & Operations workstream	<ul style="list-style-type: none"> • Key contacts identified • Initial meetings underway
Website	<ul style="list-style-type: none"> • Presentation from Promote Shetland to website team 24 November
Branding	<ul style="list-style-type: none"> • Branding and logo options presented to Transition Board 18 November • Online consultation on branding underway – deadline 14 December

Engagement since last Transition Board meeting

- 2 informal communications meetings with Trade Union representatives (now including NAFC staff representative)
- 3 staff meetings attended by Principal and Projects Officer
- 2 meetings with NAFC trustees
- 2 meetings of the Merger Working Group
- Living Lab session with employers to identify future skills
- 8 Workstream Meetings
- Meetings with Chair of Finance and General Purposes Committee and Chair Learning, Teaching and Research Committee
- Regular meetings between Principal Designate and Shetland UHI Chair and Shetland College and NAFC Marine Centre Chairs

Planned activity (ahead of next Transition Board)

Activity	Responsibility	Timeline	Notes
Confirm appointment of new Transition Board Directors	Search and Nominations Committee	w/b 14 December 2020	Interviews scheduled for 15 December
Open bank account	Shetland UHI Executive	January 2021	Financial modelling for MMBC to be submitted to provide necessary financial information to progress opening of bank account

Decision on preferred Shetland UHI Brand	Transition Board	16 December 2020	Paper to be brought to TB following 14 December deadline
Registration of Shetland UHI with Local Government Pension Scheme	Shetland UHI Executive/SPPA	January 2021	SPPA currently considering steps required to register Shetland UHI as a new employer
New shared committees established and membership agreed	Various (i.e. current committee leadership)	January 2021	Terms of Reference still to be reviewed by some existing bodies: <ul style="list-style-type: none"> • NAFC Learning Teaching and Assessment Committee • NAFC Health and Safety Committee • Shetland College Operations and Estates Committee
OSCR registration confirmed	OSCR	January 2021	Legal advice sought in advance of application submission to reduce risk of significant further amendments being required for approval
Presentation of TechOne system to finance and HR staff by UHI representatives	UHI Executive Office/Shetland UHI Executive	January 2021	Presentation sought on potential UHI finance system to assess suitability for Shetland UHI and assist with options development
Workstream workshops and scoping of work to define operational arrangements	Shetland UHI Executive/key staff	December 2020 - January 2021	Ongoing process – workshops to define key steps with creating effective systems and operations for joint working (i.e. as one organisation)