

## Transition Board – Shetland Merger Project

<b>Committee</b>	Transition Board – Shetland Merger Project
<b>Subject</b>	Merger Working Group update
<b>Action requested</b>	<input type="checkbox"/> For information only <input checked="" type="checkbox"/> For discussion <input type="checkbox"/> For recommendation <input type="checkbox"/> For approval
<b>Brief summary of the paper</b>	The paper provides an overview of work towards the Merger since the last Transition Board
<b>Resource implications</b> [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
<b>Risk implications</b> [if yes, please provide detail]	Yes Risks to merger progress associated with failure to complete key tasks on time
<b>Date paper prepared</b>	12-Jan-21
<b>Date of committee meeting</b>	20-Jan-21
<b>Author</b>	Brendan Hall
<b>Equality and diversity</b>	No
<b>Status</b>	Non-confidential
<b>Freedom of Information</b> Can this paper be included in 'open' business?*	Yes
<b>Status following the meeting</b>	

## Activity Summary

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

Workstream/ Item	Activity since last Transition Board
<b>Governance</b>	
<b>Transition Board and Governance</b>	<ul style="list-style-type: none"> <li>Transition Board meeting 16 December</li> <li><b>New Board Member interviews 15 December 2020</b></li> <li><b>New Board Members appointed, subject to relevant PVG checks</b></li> <li>Discussions and correspondence on steps to merger particularly with regard to NAFC Marine Centre</li> </ul>
<b>Transition Board development</b>	<ul style="list-style-type: none"> <li>Solutions being developed to fill Board Secretary post</li> <li>Development timetable for 2021 confirmed and shared with Transition Board</li> <li>Discussions with CDN on training</li> </ul>
<b>OSCR recognition</b>	<ul style="list-style-type: none"> <li>Further information submitted late December 2020</li> <li><b>Confirmation of charitable status expected end January 2021</b></li> </ul>
<b>Bank Account</b>	<ul style="list-style-type: none"> <li>Additional information submitted 11 December 2020</li> </ul>
<b>Pensions</b>	<ul style="list-style-type: none"> <li>New SPPA contact identified 22 December 2020</li> </ul>
<b>Insurance</b>	<ul style="list-style-type: none"> <li>Information requirements and tendering process for Shetland UHI insurance established</li> </ul>
<b>Transfer of Assets, contracts, licences</b>	<ul style="list-style-type: none"> <li>Access to information sharing portal confirmed for Shetland UHI, NAFC and SIC staff 11 January 2021</li> <li>Asset list for NAFC updated</li> </ul>
<b>Information and Data Protection</b>	
<b>Shared Ways of Working and Operational Workstreams</b>	
<b>Shared Committee Structure</b>	<ul style="list-style-type: none"> <li>Joint REKT committee first meeting 16 December</li> <li>Shetland College staff attended NAFC December Learning, Teaching and Assessment committee</li> <li>Terms of Reference for joint Covid-19 monitoring group developed</li> </ul>
<b>Human Resources workstream</b>	<ul style="list-style-type: none"> <li>HR Handbook re-drafting underway</li> <li>All initial meetings completed</li> <li>Presentation on UHI TechOne system requested</li> </ul>
<b>Finance workstream</b>	<ul style="list-style-type: none"> <li>All initial meetings completed</li> <li>Presentation on UHI TechOne system requested</li> </ul>
<b>Administration/ Organisational workstream</b>	<ul style="list-style-type: none"> <li>Initial meetings underway</li> </ul>
<b>Academic Administration workstream</b>	<ul style="list-style-type: none"> <li>Initial meetings underway</li> <li>Workstream now split into HE-FE and Apprentices workstreams</li> <li>Process-mapping workshop scheduled for Apprentices workstream</li> </ul>

<b>Student Support Services workstream</b>	<ul style="list-style-type: none"> <li>• All initial meetings completed</li> <li>• Workshop to discuss key tasks held 10 December</li> <li>• Follow-up workshop planned for late January 2021</li> </ul>
<b>ICT Workstream</b>	<ul style="list-style-type: none"> <li>• All initial meetings completed</li> <li>• Best practice workshop held 07 December 2020</li> <li>• Project planning workshop held 15 January 2021</li> </ul>
<b>Estates &amp; Facilities workstream</b>	<ul style="list-style-type: none"> <li>• Initial meetings underway</li> </ul>
<b>Website</b>	<ul style="list-style-type: none"> <li>• Meeting with UHI web developers 14/01/2021</li> <li>• Beta site available for population</li> <li>• Awaiting final branding decision</li> </ul>
<b>Branding</b>	<ul style="list-style-type: none"> <li>• Online consultation on branding completed 14 December 2020 and presented to Transition Board 16 December</li> <li>• Further meeting with UHI Marketing team 07 January 2021</li> <li>• Variations around preferred theme to be presented to Transition Board 20 January 2021</li> </ul>

### Engagement since last Transition Board meeting

- 2 informal communications meetings with Trade Union and NAFC staff representatives
- 1 staff meetings attended by Principal and Projects Officer
- 2 meetings of the Merger Working Group
- 4 workstream meetings/workshops
- Attendance of HISA class reps meeting and agreed as regular engagement
- Regular meetings between Principal Designate and Shetland UHI Chair and Depute Chair
- Engagement with employers: follow up meeting from with SSE from Living Labs engagement; Space Centre Seminar
- Communication for staff on legal status of new college completed with EIS union representative agreed
- 2 meetings with MSPs regarding legal status of new college
- Regular meetings between Principal Designate and Shetland UHI Chair, Depute Chair and Shetland College and NAFC Marine Centre Chairs

### Planned activity (ahead of next Transition Board)

<b>Activity</b>	<b>Responsibility</b>	<b>Timeline</b>	<b>Notes</b>
Confirm appointment of new Transition Board Directors	Search and Nominations Committee/ Project Officer	End January 2021	Preferred candidates identified. Support from Voluntary Action Shetland for PVG checks

Open bank account	Shetland UHI Executive	End January 2021	Additional information submitted in December 2020. Bank now processing forms
Decision on preferred Shetland UHI Brand	Transition Board	20 January 2021	Meeting with UHI Marketing Team 07 January 2021. Paper to be brought to TB 20 January with variations around preferred theme
Registration of Shetland UHI with Local Government Pension Scheme	Shetland UHI Executive/SPPA	January 2021	New SPPA contact identified 22 December 2020. SPPA currently considering best way forward
New shared committees established and membership agreed	Various (i.e. current committee leadership)	January 2021	Joint REKT established. Terms of Reference developed for Joint Academic Board, Operations & Estates committee and COVID-19 Monitoring Group. Shetland College QIC and NAFC Learning Teaching and Assessment committee to continue with attendance by key staff from across the organisations.
OSCR registration confirmed	OSCR	End January 2021	Additional information submitted December 2020. Confirmation of charitable status expected end January 2021
Steps to merger	Merger Working Group	End January 2021	Merger Working Group developed a detailed action plan based on letter from SFTCT trustees in December 2020. Plan will be reviewed at end-January and shared with Transition Board in February.
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
ICT Project Planning with UHI ICT Operations	UHI ICT Operations/SC and NAFC ICT team/Projects Officer	End January/early February 2021	Project planning to pull all ICT merger elements into one project within UHI framework to ensure smooth transition
Student Support Services action planning workshop	SC and NAFC SSS team/Projects Officer	End January/early February 2021	Workshop to define options for Student Support Services in Shetland UHI

<p>Academic Administration – Apprentices process mapping</p>	<p>NAFC and Train Shetland training leads/ Projects Officer</p>	<p>End January/ early February 2021</p>	<p>Process mapping to identify key areas for efficiency in combined administration and delivery of apprentice programmes</p>
<p>Workstream workshops and scoping of work to define operational arrangements</p>	<p>Shetland UHI Executive/key staff</p>	<p>January 2021 – February 2021</p>	<p>Ongoing process – workshops to define key steps with creating effective systems and operations for joint working (i.e. as one organisation)</p>