

## 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>	09-Feb-21
<b>Date of committee meeting</b>	17-Feb-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>	
Transition Board and Governance	<ul style="list-style-type: none"> <li>Transition Board meeting 20 January</li> <li><b>New Board Members' PVG checks ongoing</b></li> <li>First meeting of Learning Teaching and Research sub-committee held (10<sup>th</sup> February)</li> </ul>
Transition Board development	<ul style="list-style-type: none"> <li>Discussion with UHI on Board Secretary post 09 February 2021</li> <li>Development timetable for 2021 confirmed and shared with Transition Board</li> <li>Initial Board training completed (two sessions 18/01; 27/01)</li> </ul>
OSCR recognition	<ul style="list-style-type: none"> <li><b>Confirmation of charitable status 21 January 2021</b></li> </ul>
Bank Account	<ul style="list-style-type: none"> <li>Transition Board met 03 February 2021 to approve mandate</li> <li>Final applications submitted 05 February 2021</li> <li>Additional information submitted 09 February 2021</li> </ul>
Funding	<ul style="list-style-type: none"> <li>Informal confirmation received of transformational funding</li> <li>Confirmation from UHI of facilities for a cash advance against future grant would be available to provide initial working capital for Shetland UHI</li> </ul>
Pensions	<ul style="list-style-type: none"> <li>Follow-up with SPPA contact 05 February 2021</li> <li>Presentation to staff from pensions providers requested</li> </ul>
Insurance	<ul style="list-style-type: none"> <li>Information requirements and tendering process for Shetland UHI insurance established</li> </ul>
Transfer of Assets, contracts, licences	<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>Shetland UHI letter to SFTCT to request transfer 01 February 2021</li> </ul>
Information and Data Protection	
<b>Shared Ways of Working and Operational Workstreams</b>	
Shared Committee Structure	<ul style="list-style-type: none"> <li>Joint REKT committee second meeting 09 February 2021</li> <li>Joint Research Strategy drafted</li> <li>NAFC Learning, Teaching and Assessment committee and Shetland College Quality Improvement committee will continue to run in parallel with shared attendance</li> <li>Terms of Reference redrafted to reflect parallel arrangements</li> <li>Terms of Reference for joint Covid-19 monitoring group developed</li> <li>Discussion, clarification and identification of steps to merger</li> </ul>
Human Resources workstream	<ul style="list-style-type: none"> <li>HR Handbook re-drafting continuing</li> <li>Scoping meeting 09 February 2021</li> </ul>

	<ul style="list-style-type: none"> <li>• Scope defined, actions and options development identified</li> <li>• Presentation on UHI TechOne system requested</li> </ul>
<b>Finance workstream</b>	<ul style="list-style-type: none"> <li>• Scoping meeting 02 February 2021</li> <li>• Scope defined, actions and options development identified</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 MAs</b>	<ul style="list-style-type: none"> <li>• Process-mapping workshop 29 January 2021</li> <li>• Processes mapped</li> <li>• Opportunities identified for alignment of administration process</li> <li>• Follow-up scheduled to agree approach to test and implement</li> </ul>
<b>Academic Administration workstream FE-HE</b>	<ul style="list-style-type: none"> <li>• Meeting with UHI LIS leads 09 February 2021</li> <li>• Meeting with SC administration team 15 February 2021</li> <li>• Scoping meeting planned</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 February 2021</li> </ul>
<b>ICT Workstream</b>	<ul style="list-style-type: none"> <li>• Project meeting with UHI ICT operations 09 February 2021</li> <li>• Meeting with UHI LIS director 10 February 2021</li> </ul>
<b>Estates &amp; Facilities workstream</b>	<ul style="list-style-type: none"> <li>• Scoping meeting 01 February 2021</li> <li>• Scope agreed, actions and options development identified</li> <li>• Follow-up meeting 16 February 2021</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>• Shetland UHI Web development manager part-time role to be internally advertised 12 February 2021</li> </ul>
<b>Branding</b>	<ul style="list-style-type: none"> <li>• Preferred brand concept identified</li> <li>• Roll-out meeting planned with UHI Marketing team</li> </ul>

## Engagement since last Transition Board meeting

- 2 informal communications meeting with Trade Union and NAFC staff representatives
- 2 meetings of the Merger Working Group
- 9 Workstream Meetings/Workshops
- Regular meeting with Transition Board Chair and sub-committee Chairs
- Regular meetings with SFTCT Chair
- Regular meeting with HISA rep
- 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)

Activity	Responsibility	Timeline	Notes
Confirm appointment of new Transition Board Directors	Search and Nominations Committee/ Project Officer	End February 2021	PVG checks ongoing
Open bank account	Shetland UHI Executive	February 2021	Final forms submitted 05 February 2021
Registration of Shetland UHI with Local Government Pension Scheme and Teachers' Pension Scheme	Shetland UHI Executive/SPPA	February 2021	SIC Pensions Committee meeting 24 February 2021. Presentation to staff sought.
New shared committees established and membership agreed	Various (i.e. current committee leadership)	March 2021	Terms of Reference developed for Joint Academic Board, Operations & Estates committee and COVID-19 Monitoring Group to be approved by existing Shetland College and NAFC committees
Steps to merger	Merger Working Group	Ongoing	Action plan updated 08 February 2021. Shetland UHI transfer request sent to SFTCT 01 February 2021. NAFC Transfer Agreement drafted
Finance Workstream	Finance staff from NAFC, TS and SC	End February 2021	Action planning meeting – beginning options development and agreeing appraisal criteria
HR Workstream	HR staff from NAFC and SC	End February 2021	Action planning meeting – beginning options development and agreeing appraisal criteria
Presentation of TechOne system to finance and HR staff by UHI representatives	UHI Executive Office/Shetland UHI Executive	February 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/LIS	UHI ICT Operations/SC and NAFC ICT team/Projects Officer	Ongoing to Vesting	Project planning to be co-ordinated through UHI LIS managers to ensure smooth transition
Student Support Services action planning workshop	SC and NAFC SSS team/ Projects Officer	February 2021	Workshop to define options for Student Support Services in Shetland UHI

Academic Administration – Apprentices action plan	NAFC and Train Shetland training leads/ Projects Officer	End February 2021	Development of approach to test and implement shared administration on a small number of courses
Academic Administration – HE-FE	Academic Admin staff from NAFC, SC/ Projects Officer	Early March 2021	Scoping workshop – links to other workstreams. Communications planning
Workstream workshops and scoping of work to define operational arrangements	Shetland UHI Executive/key staff	February 2021	Ongoing process – workshops to define key steps with creating effective systems and operations for joint working (i.e. as one organisation)
Decision on preferred Shetland UHI Brand	Transition Board	Complete	Preferred brand identified
OSCR registration confirmed	OSCR	Complete	Charitable status confirmed 21 January 2021