

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	10-Mar-21
Date of committee meeting	17-Mar-21
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 17 February 2021 Finance and General Purposes sub-committee meeting 04 March 2021 New Board Members' PVG checks ongoing
Transition Board development	<ul style="list-style-type: none"> UHI process for recruiting Board Secretary agreed Development timetable for 2021 confirmed and shared with Transition Board Development session with section leads 10 March 2021
OSCR recognition	<ul style="list-style-type: none"> Confirmation of charitable status 21 January 2021
Bank Account	<ul style="list-style-type: none"> Bank Account confirmed 12 February 2021 Met with Relationship Manager 25 February 2021 Cash advance sought from UHI to keep account open Internet Banking registration progressing
Funding	<ul style="list-style-type: none"> Informal confirmation received of transformational funding Decision expected on MMBC funding 15 March 2021 Finance and General Purposes sub-committee agreed level of working capital to request from UHI 04 March 2021
Pensions	<ul style="list-style-type: none"> SPPA dialogue ongoing regarding Teacher's Pension SIC have approved admittance request by Shetland UHI to the LGPS scheme Presentations to Shetland College and Train Shetland staff from pensions providers week beginning 15 March 2021
Insurance	<ul style="list-style-type: none"> Information requirements and tendering process for Shetland UHI insurance established Meeting 11 March 2021 to discuss tendering process
Transfer of Assets, contracts, licences	<ul style="list-style-type: none"> Access to information sharing portal confirmed for Shetland UHI, NAFC and SIC staff 11 January 2021 Meeting with Anderson Strathern to discuss progress and next steps 12 March 2021
Shared Ways of Working and Operational Workstreams	
Shared Committee Structure	<ul style="list-style-type: none"> Terms of Reference agreed for all joint committees Scheduling of joint committees underway Scope of joint Senior Management Working Group drafted and discussed by Merger Working Group 09 March 2021
Human Resources workstream	<ul style="list-style-type: none"> HR Handbook re-drafting continuing Follow-up meeting 08 March 2021

	<ul style="list-style-type: none"> • Presentation on UHI TechOne system requested
Finance workstream	<ul style="list-style-type: none"> • Follow-up meeting 24 February 2021 • Options beginning to be developed for Shetland UHI finance systems • Presentation on UHI TechOne system requested
Administration/ Organisational workstream	<ul style="list-style-type: none"> • Initial meetings underway
Academic Administration workstream MAs	<ul style="list-style-type: none"> • Processes mapped • Opportunities identified for alignment of administration process • Follow-up scheduled to agree approach to test and implement
Student Records workstream	<ul style="list-style-type: none"> • Scoping meeting 02 March 2021 • Scope identified • Mapping of application and enrolment processes planned for 18 March 2021 • UHI LIS project information shared with Shetland-based registry colleagues
Student Support Services workstream	<ul style="list-style-type: none"> • Workshop to discuss key tasks held 10 December • Follow-up workshop planned
ICT Workstream	<ul style="list-style-type: none"> • Project meeting with UHI ICT operations 16 March 2021 • Shetland-based ICT colleagues included in UHI LIS project
Estates & Facilities workstream	<ul style="list-style-type: none"> • Follow-up meeting 16 February 2021 • Presentation on 'Peninsula' Health and Safety system 25 February 2021 • Agreed to develop recommendation that Peninsula be adopted for Shetland UHI – to take to joint Operations and Estates Committee
Website	<ul style="list-style-type: none"> • Beta site available for population • Shetland UHI Web development manager role advertised 05 March 2021
Branding	<ul style="list-style-type: none"> • Meeting on roll out 25 Feb 2021 • Brand Templates list drafted • Project to be developed for roll-out

Engagement since last Transition Board meeting

- 2 informal communications meeting with Trade Union and NAFC staff representatives
- 2 meetings of the Merger Working Group
- 6 Workstream Meetings/Workshops
- Regular meeting with Transition Board Chair and sub-committee Chairs
- Regular meetings with SFTCT Chair
- Regular meeting with HISA rep
- Contribution to UHI Islands Forum meeting and engagement with new Islands Strategy Director

- 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	March 2021	PVG checks ongoing
Registration of Shetland UHI with Local Government Pension Scheme and Teachers' Pension Scheme	Shetland UHI Executive/SPPA	April 2021	Dialogue ongoing with SPPA to clarify Teachers' Pension requirements
Joint Senior Management Short-life Working Group	Merger Working Group	March 2021	Scope drafted, to be agreed by senior representatives from merging bodies
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 March 2021	Options and timelines for finance system implementation finalised
HR Workstream	HR staff from NAFC and SC	End March 2021	Options and timelines for HR system implementation developed
Presentation of TechOne system to finance and HR staff by UHI representatives	UHI Executive Office/Shetland UHI Executive	17 March 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	April 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 March 2021	Development of approach to test and implement shared administration on a small number of courses

Student Records workstream	Student Records, admin and registry staff from NAFC, SC/ Projects Officer	March 2021	Mapping workshop – discussion of enrolment and application processes
Estates and Facilities workstream	Estates and Facilities staff from NAFC, SC/Projects Officer	April 2021	Development of recommendation that Peninsula system be adopted across Shetland UHI and resulting action plan
Room Booking	Admin and relevant teaching staff from TS, SC and NAFC/Projects Officer	March 2021	1:1 meetings to build understanding of different room booking and timetabling systems
Workstream workshops and scoping of work to define operational arrangements	Shetland UHI Executive/key staff	Ongoing to Vesting	Ongoing process – workshops to define key steps with creating effective systems and operations for joint working (i.e. as one organisation)
Branding roll-out	Projects Officer and key staff from across merging bodies	April 2021	Development of project to roll-out new Shetland UHI brand using existing resources