

# Human Resources and Remuneration Committee

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

Teams

## Attendees

### Chair

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

### Prescribed Board Members

- David Sandison (Chair of the Board of Management)
- Graeme Howell (Chair of Finance and General Purposes Committee)

### Other Board Members

- Grant Cumming (Independent Director)

### Ex-Officio by Invitation

- Jane Lewis (Principal - Shetland UHI)

### Also In Attendance

- Matt Sierocinski King (Board Secretary)
- Judith Fenton

### Apologies

- Karen Hall (Chair of Learning, Teaching, and Research Committee)
- Rory Gillies (Independent Director)

## Meeting minutes

### 1. Welcome, Apologies, and Announcements

Mr Collins (Chair) welcomed everyone to the meeting.

Apologies were noted from Ms Hall (Chair of Learning, Teaching, and Research Committee) and Mr Gillies (Independent Director)

### 2. Declarations of Interest

Mr Collins (Chair) asked the committee to review the agenda and declare if they had any conflicts of interest with any item on the agenda. No declarations were received.

### 3. Minutes of Previous Meetings

Mr Collins (Chair) highlighted two amendments for the minutes to the previous meeting, firstly, the chair of the meeting was labelled as Mr Sandison (Chair of the Board of Management) in the attendance record, when it should be Mr Collins. Chair is SC, and secondly, Mareel is misspelled.

**Decision:** The committee approved the confidential and non-confidential minutes as amended.

**Action:** Mx Sierocinski King (Board Secretary) shall amend the minutes in line with the suggestions of the Chair

### 4. Matters Arising

No additional matters from the previous minutes needed to be discussed that were not already on the agenda for this meeting.

### 5. Terms of Reference

Mx Sierocinski King (Board Secretary) explained to the committee the purpose behind the amendments to the terms of reference for the committee, highlighting the changes in terminology and structure.

**Decision:** The Committee approved the amendments to the Terms of Reference

### 6. Committee Training and Development

Mx Sierocinski King (Board Secretary) introduced the agenda item and asked how board members had found the training experience. Mr Cumming (Independent Director) noted that it felt that the process of engagement in the sessions was challenging. The Board Secretary gave an account of the feedback given to CDN on the timing of the scheduled training sessions, highlighting the needs of board members for them to be run outwith working hours. The committee discussed the challenges in completing training, and communication via UHI emails.

**Action:** The Board Secretary shall recirculate time sessions available to Board Members, and establish 'training session slots' for all board members to complete training with secretarial support.

### 7. Pay Awards

Professor Lewis (Principal) introduced the paper and highlighted the development of the Pay Awards. The Principal informed the committee that SUHI came to the conclusion that historic pay

awards should be applied to staff. LNCC passed the paper. Real Living Wage matters were also included.

The Principal informed the committee that for this year, a line was being drawn under SIC pay awards and explained that offer is over the budget allocated for this. The Principal added that both unions went out to ballot with Unison having voted to strike in the national ballot. The Principal added that there was a negative response from the members of small colleges regarding the ballot result.

The Principal informed the committee that staff are required to declare that they are working, otherwise they will have pay deducted for each strike day. As this is the first time that SUHI staff are in this position, an understanding approach is being taken to support members declaring when they are working.

The committee discussed the correspondence received from the Principal sent to the Board regarding the pay award, including the acknowledgement that staff are both loyal to their unions, but also to their students, providing support for students through alternative means. EIS-FELA results will be released on a branch by branch basis. Unison members locally were not ballot, but the committee was uncertain as to whether SUHI staff would strike as a result.

## 8. Organisational Policies

Mr Collins (Chair) asked Mrs Fenton to introduce the policies for the committee's consideration.

### 8.1. Equality, Diversity, and Inclusivity Policy

Mrs Fenton introduced the policy, and highlighted to the committee that this was a UHI wide policy and was recommended for noting.

**Decision:** The Committee agreed to note the Policy for use at Shetland UHI.

**Action:** Mrs Fenton is authorised by the committee to implement the policy at Shetland UHI.

### 8.2. Dignity at Work Policy

Mrs Fenton updated the committee on the changes made to the policy to ensure it was in line with current legislation and recommended the policy for approval.

**Decision:** The Committee approved the policy for use at Shetland UHI.

**Action:** Mrs Fenton is authorised by the committee to implement the policy at Shetland UHI.

### 8.3. Probationary Period Policy and Procedure

Mrs Fenton introduced the policy to the committee, and informed the committee that the policy was a new policy. Mrs Fenton confirmed to the committee that prior to its presentation to the

Committee for approval, the policy was both discussed and approved at LNCC. Mrs Fenton asked for the policy to be approved by the committee.

**Decision:** The Committee agreed to note the Policy for use at Shetland UHI.

**Action:** Mrs Fenton is authorised by the committee to implement the policy at Shetland UHI

## **8.4. Recruitment and Selection Policy and Procedure**

Mrs Fenton introduced the policy. Mrs Fenton specifically highlighted the following aspects of the policy to the committee: Interview Panel requirements with a cross campus structure, a requirements for applicants to share their credentials, line management awareness training, which had already begun for some roles.

Mrs Fenton further noted that the policy and procedure had been approved by LNCC and SMT in advance of the policy going before the committee for approval.

The committee discussed unintentional bias and anonymised shortlisting.

**Noted:** That unintentional bias mitigations were already in place, though it was noted they were new to some members of staff.

Clarification was made by Mrs Fenton that the split in interview panel composition referred to gender.

**Noted:** Mr Howell (Chair of Finance and General Purposes Committee) volunteered himself to serve on panels. Mrs Fenton expressed her happiness in receipt of his declaration to serve upon interview panels as required.

**Decision:** The Committee approved the policy for use at Shetland UHI.

**Action:** Mrs Fenton is authorised by the committee to implement the policy at Shetland UHI

## **9. Organisational Restructuring Policy**

Professor Lewis (Principal) introduced the policy. The Principal informed the committee that there were three policies that currently covered the content of the proposed policy.

Mrs Fenton highlighted that this policy covers a variety of processes to be undertaken for Organisation change, depending on the circumstances for the actions needed to be undertaken.

The committee discussed the policy.

**Action:** Mrs Fenton will amend the definition at the top of page 6 and insert a link with strategy.

**Decision:** The policy was approved for use at Shetland UHI.

**Action:** Mrs Fenton is authorised by the committee to implement the policy at Shetland UHI.

## 11. National Recognition and Procedures Agreement

Professor Lewis (Principal) updated the committee on the progress of the NRPA, An agreed procedure through the LNCC was developed and approved. The Principal highlighted the processes that were undertaken for different groups of staff, with the promoted lecturers requiring more discussion. An extraordinary LNCC was held to determine the pay elements of that award, with the cost amounting to £14,000, dated from 1st August 2022.

With regards to professional staff, the Principal highlighted the complication in professional staff grading, as there is currently an undertaking to standardise the approach across Scotland, though this is moving slower than expected. The Principal explained that terms and conditions vary widely, and how to standardise them is currently being looked into, particularly standardising working hours to 35 hours for a standard week. The Principal noted that the current focus to resolve is annual leave into a standardised format.

Mrs Fenton informed the committee that SUHI is moving towards aligning with NRPA, with 45 days annual leave, of which, 12 days can be fixed by the employer.

## 12. Any Other Business

The committee discussed the fair work agenda, and its applicability and awareness to Shetland UHI. Mrs Fenton suggested a separate policy on fair work may be the result.

Mr Collins (Chair) informed the committee that the date of the next meeting may have to be moved, with the committee suggesting a possible alternative date for the next meeting to be 18th May.

Mx Sierocinski King (Board Secretary) informed the committee that the style of minuting had changed. The Board Secretary asked for each member of the committee to send, via Teams or email, to the Board Secretary their preferred title.

The committee was informed that the work of 3rd year fine art students is on display at Mareel, with a student performance hosted at Mareel on 31st March.

**Action:** Professor Lewis (Principal) shall confirm the viability of the suggested date for the next meeting.

## 13. Date of Next Meeting

The date of the next meeting is to be confirmed.

<b>Agenda Item</b>	<b>Action</b>	<b>Responsible</b>	<b>Progress</b>
3	Amend the minutes in line with the suggestions of the Chair	Board Secretary	
6	Recirculate time sessions available to Board Members, and establish 'training session slots' for all board members to complete training with secretarial support.	Board Secretary	
8.1	Implement the policy at Shetland UHI.	Mrs Fenton	
8.2	Implement the policy at Shetland UHI.	Mrs Fenton	
8.3	Implement the policy at Shetland UHI.	Mrs Fenton	
8.4	Implement the policy at Shetland UHI.	Mrs Fenton	
9	Amend the definition at the top of page 6 and insert a link with strategy.	Mrs Fenton	
9	Implement the policy at Shetland UHI.	Mrs Fenton	
12	Confirm the viability of the suggested date for the next meeting.	The Principal	