

HR and Remuneration Sub-Committee Meeting

Wednesday 12 May 2021 @ 16:30 - 18:00

Venue: Teams Meeting

1.	<p>Present: Davie Sandison, Chair, Transition Board Graeme Howell, Chair, Finance and General Purposes Committee Jane Lewis, Principal designate Brendan Hall, Business Support Manager, Shetland College Karen Hall, Chair, Learning, Teaching and Research Committee Betty Fullerton, Independent Director Andrew Anderson, Staff Member</p> <p>Apologies: Grant Cumming, Independent Director Rory Gillies, Independent Director</p> <p>Minutes: Elaine McQuade</p> <p>Davie welcomed everyone to the first meeting of this committee.</p>	
2.	<p>Declarations of interest Karen declared a family member working at Shetland College Andrew is branch secretary for FELA Davie and Betty are both Trustees of NAFC</p>	
3.	<p>To review Terms of Reference for the committee Betty raised concerns that support admin staff were not being included and following discussion it was agreed to change point 2 to "Overseeing the human resources measures surrounding turnover, absence, diversity, teaching and other required qualifications."</p>	TBHRR2021-1
4.	<p>To review Draft Staff Handbook Jane said that this was a document to get us started and had been taken from other College handbooks and checked with SC and NAFC policies.</p> <p>She had 3 questions for consideration, namely Does the style and presentation of the handbook set the correct tone for the new College? Are the policies presented sufficient? And are any further policies that need to be developed or included?</p> <p>Graeme said that this was good as a starting point but felt that 2 policies should be included, namely, Whistle Blowing policy and Conflict of Interests policy.</p> <p>Andrew said he would like to see the layout changed with just the contents at the start of the document with the finer details at the back as an index. He also noted the lack of procedures, but Jane said that this would be done once the structure is known.</p> <p>Andrew made 2 suggestions which he felt needed to be added in relation to care and compassionate leave policy and special leave</p>	TBHRR2021-2

	<p>policy. Also, he would like to see something regarding the payment of professional fees.</p> <p>Jane said that some of these policies could be straying into staff terms and conditions and with TUPE staff will bring their t & cs with them but that she was happy to add more.</p> <p>Karen felt that the structure and order could be changed with a more positive start of Visions and Aims.</p> <p>Jane was also looking at making this more electronically accessible with links to open policies.</p> <p>Davie agreed and said to change the order and make it flow. There may be other things that pop up and this could be emailed to each other.</p> <p>There was discussion of early review of the handbook with Union colleagues</p> <p>Action: JL to make suggested amendments to handbook and organise early discussions with the unions. Action: all to provide feedback on policies</p>	
5.	<p>To consider and make recommendation regarding NRPA</p> <p>Jane said that we have committed to signing up to this through the MBC. Shetland College is already signed up to this for lecturing staff and is shadowing this for support staff. NAFC is not a signatory. The change with respect to NAFC has been costed as part of MBC.</p> <p>Andrew asked what the timescales would be, and Jane said this is straightforward, once the full board has made the decision, she informs the Employer's Association.</p> <p>Andrew asked if Unison was happy, and Jane said that her assumption was that they would want us to include them, as they presently shadow the agreement.</p> <p>Karen asked what would happen with NAFC staff who are not part of a union. Jane said that this is National agreement and that we can encourage staff to join a union but if they don't want to that is their choice. Graeme felt that we should remain neutral on unions. Locally we can include the present staff representation.</p> <p>Davie thought that we may have to introduce more unions into the mix and that we recognise that this is Scotland wide.</p> <p>Recommendation: College Board approve becoming signatories to the NRPA for both lecturing and support staff</p>	TBHRR2021-3
6.	<p>To consider Local RPA</p> <p>Jane said that we will need a revised local RPA. The present one is linked into the SIC committee structure and therefore needs</p>	TBHRR2021-4

	<p>revision. This proposal will need to be presented to the College Board in due course. The practical issue is - How we might have discussions on this?</p> <p>After a lot of discussion about who should be involved in this Jane said that she is looking to appoint a new HR lead and if we know what the route map is this can be worked on. Andrew felt that things need to happen sooner rather than later.</p> <p>Jane said that we could get an HR advisor to help us in the meantime but also said suggested that another way forward would be to include present senior management. Davie said that we should explore this further and perhaps use a board member not on this committee.</p> <p>Jane asked if the committee was happy for her to lay out staff management representation for meetings.</p> <p>Andrew was conscious of time with the next informal meeting being 2 weeks away.</p> <p>It was agreed to move ahead with RPA when an HR adviser is in place.</p> <p>There followed discussion of appointments directly to Shetland UHI. Jane would like to look at an early appointment of an HR lead and also Director for the Centre for Islands Creativity. There may also be other vacancies to appoint to.</p> <p>Graeme wholeheartedly agreed and it was agreed that Jane is to take this forward.</p>	
7.	<p>To note work to appraise and acquire HR & Health and Safety Systems</p> <p>Brendan said that this was for noting and to keep everyone informed. Within the HR workstream it was agreed an electronic system for HR was required particularly as this assists with reporting. He was tasked with looking at two options by the FGP committee: SAGE HR and Breath HR. Demonstrations have been held and following discussion a decision will be made on this.</p> <p>Brendan noted that Health and Safety was of key importance and they have been looking at systems for this. Peninsula is currently being used by NAFC and the consensus is that it is a good system. Peninsula have come with a good proposal and there are already staff experienced with this so this was chosen as a preferred option.</p> <p>Andrew said that he would be interested to see these systems and suggested other senior lecturers may be interested too.</p> <p>Jane thought that viewing the H&S system was a good idea and Brendan will try to get something scoped out.</p> <p>Action: BH to organise demonstration of H&S system to Senior Lecturers at SC</p>	TBHRR2021-5

8.	AOB Jane wanted to thank everyone for their input.	
9.	To consider date for future meetings It was agreed to have another two meetings. One in the middle of June and another in the middle of July to keep the momentum going. Action: Jane to update the dates paper.	