

Human Resources and Remuneration Committee

Wed 24 November 2021, 16:30 - 18:30

Teams

Attendees

Committee members

- David Sandison (Chair)
- Jane Lewis (Principal - Shetland College UHI)
- Karen Hall
- Graeme Howell (Vice Chair)
- Grant Cumming
- Simon Collins

Also in Attendance

- Judith Fenton
- Matt Sierocinski King (Board Secretary)

Meeting minutes

1. Welcome, Apologies, and Announcements

The Chair encouraged everyone to introduce themselves to Judith Fenton, as the new HR and OD lead. Judith introduced her role.

No apologies were received.

2. Declarations of Interest

KH has a family member that works for Shetland UHI

3. Minutes of Previous Meetings

The minutes of the Transition Board Sub-Committee on HR+R were noted.

4. Matters Arising

The matters arising from the Transition Board Sub-Committee on HR+R were noted.

5. Terms of Reference

JL introduced the Terms of Reference, and how they were derived.

To extend the period of when training should be undertaken by committee members.

To move appraisal of the Principal to the end of the academic year.

Action: To review the terms of reference at the end of the Academic Year

Action: The Secretary shall amend the membership of the committee to reflect the changeover in staff director

Action: The committee recommended that the Chair of the Board undertake the appraisal of the Principal at the end of the Academic Year in line with other staff

6. Committee Training and Development

The Secretary introduced the training options to committee members. The committee discussed the options and the approach to take for training.

Action: The Secretary is to recirculate the MS Form requesting committee members sign up to CDN training and to sign up committee members to the CDN portal when they complete the MS Form.

Action: The committee committed to complete the CDN Remuneration Training by the start of the new calendar year.

7. Living Wage

JF introduced the paper and explained how the rise of the living wage affected both the organisation and the small number of staff within the organisation who will fall under the new living wage. The cost of the rise is estimated to be £696 across all staff affected. When including on-costs, the impact is £850.

JL raised the past pay claim as outstanding issue, a legacy of when Shetland College was under SIC, and also the current pay claim out to unions. JL asked for clarification on how the committee would like Shetland UHI to approach the negotiations with unions and outstanding settlements.

The Committee discussed the topic of the Distance Islands Allowance, and whether it should be included in the calculations on the impact on the rise of real living wage.

The committee noted that all contractors of Shetland UHI would be subject to the real living wage. JF clarified that no casual workers are required to receive the real living wage, though the committee felt that that if the decision was to be a real living wage employer, that all staff, including casual staff, should be paid a real living wage.

The committee discussed the timeframe about when and how to implement the real living wage.

Action: JF and JL to investigate whether the distance islands allowance should be included in the real living wage, and liaise with Lews Castle College to understand their approach. If the Distance Islands Allowance is included, then SUHI should sign up immediately to the real living wage, and display the appropriate marketing materials.

Action: JF and JL to follow up and ensure action to implement the real living wage is taken as soon as possible.

8. Recognition and Procedures Agreement

JL introduced the RPA and how it will be implemented, highlighting

- membership of the local negotiation and consultation committee.
- meeting arrangements
- Balancing of the role of Chair between Unions and Shetland UHI.

The committee discussed the content of the presentation by JL.

10. Any Other Business

The committee discussed granting the opportunity for board members to tour the campuses at Lerwick, Scalloway, and Mareel.

11. Date of Next Meeting

The next meeting is 30th March 2022.

Agenda Item	Action	Responsible	Progress
5	Review the terms of reference at the end of the Academic Year	SCo and MSK	Ongoing
5	Amend the membership of the committee to reflect the changeover in staff director	MSK	
5	The committee recommended that the Chair of the Board undertake the appraisal of the Principal at the end of the Academic Year	DS	Ongoing
6	Recirculate the MS Form requesting committee members sign up to CDN training and to sign up committee members to the CDN portal when they complete the MS Form.	MSK	Complete
6	The committee committed to complete the CDN Remuneration Training by the start of the new calendar year.	All	
7	Investigate whether the distant island's allowance (DIA) is already included in the real living wage, and liaise with Lews Castle College to understand their	JF and JL	Complete, DIA not included

	approach. If the Distance Islands Allowance is included, then SUHI should sign up to the real living wage, and display the appropriate marketing materials.		
7	Follow up and ensure action to implement the real living wage is taken as soon as possible.	JF and JL	