

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

2. Declarations of Interest

3. Minutes of Previous Meetings

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

5. Terms of Reference

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

6. Committee Training and Development

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

8. Organisational Policies

8.1. Equality, Diversity, and Inclusivity Policy

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

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

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

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

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

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

12. Any Other Business

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

13. Date of Next Meeting

Agenda Item	Action	Responsible	Progress
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	