

Committee	Board of Management		
Date paper prepared	10/05/2022	Date of committee meeting	11/05/2022
Subject	Regional Strategic Body Assignment Progress		
Author	Matthew Sierocinski King		
Action requested	For Information		
Purpose of the paper	To inform the board on the progress of Shetland UHI towards becoming an assigned college of Shetland UHI.		
Brief summary of the paper	The paper highlights the areas of progress under the Code of Good Governance and the areas still to be covered.		
Consultation	N/A		
Resource implications	None		
Risk implications	Shetland UHI cannot receive assigned status without the Code of Good Governance being adhered to.		
Link with strategy	Governance		

Equality, Diversity and Inclusion	N/A
Island Community Impact	Summarise how any actual or potential (positive or negative) impacts on island communities have been considered in the development of the paper.
Paper status	<input checked="" type="checkbox"/> Open – The paper may be circulated to non-members of the committee and published online without restriction. <input type="checkbox"/> Restricted – The paper must not be circulated to non-members or published online until after the committee meeting. <input type="checkbox"/> Confidential - The paper must not be circulated beyond the committee members and should not be published online. [Please note papers may still be subject to Freedom of Information requests – see below].
Freedom of information	Open If closed/ withheld, select date this will become 'open': Enter a date.

Assignment Progress

This paper sets out the progress towards assignment made by Shetland UHI regarding its progress in the adherence of the Code of Good Governance. The code is divided into sections, as listed below.

- Leadership and Strategy
 - o Conduct in Public Life (A1-A3)
 - o Vision and Strategy (A4-A9)
 - o Corporate Social Responsibility (A10-14)
- Quality of the Student Experience
 - o Engagement (B1-B7)
 - o Relevant and High Quality Learning (B8)
 - o Quality Monitoring and Oversight (B9)
- Accountability
 - o Accountability and Delegation (C1-C10)
 - o Risk Management (C11-C18)
 - o Remuneration Committee (C19-C21)
 - o Financial and Institutional Sustainability (C22-C24)
 - o Staff Governance (C25-C28)
- Effectiveness
 - o The Board Chair (D1-D2)
 - o Board Members (D3-D5)
 - o Principal and Chief Executive (D6-D12)
 - o Board Secretary (D13-D16)
 - o Board Member Appointment, Induction, and Training (D17-D22)
 - o Board Evaluation (D23-D28)
- Partnership Working (E1-E4)

Our progress has been informally reviewed by the Board Secretary as being as detailed below. Section E is completed, and Section A is almost completed, with 35 clauses to be fulfilled, mostly from sections C and D, out of a total of 82, giving a completion rate of 57%.

The Board is requested to approve the following actions:

1. To request that the Chair, Principal and Board Secretary and determine how the actions to fulfil the remaining Code of Good Governance criteria (as listed below) can be completed.
2. To report back on their progress at each board meeting until all actions are completed.

Section A: Leadership and Strategy

Actions are required under two clauses, A2, A3 and A10. Section is 79% Complete.

- A1, A3, A4, A5, A6, A7, A11, A12, A13, A14 – Completed.

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- A2 – In need of refreshing, by signing up to the newest code of conduct.
- A3 – In need of refreshing, by signing up to the newest code of conduct.
- A8 – Not Applicable
- A9 – only applies to Assigned Colleges
- A10 – Develop a Corporate Social Responsibility Policy

Section B: Quality of the Student Experience

Actions are required under all clauses, except B5. Section is 11% complete.

- B1 – Partnership agreement to be renewed and student voice feed-in mechanisms to board to be formalised.
- B2 - Partnership agreement to be renewed, student voice feed-in mechanisms to board to be formalised, Student Directors present at meetings, summary of non-confidential outcomes of meetings to be sent to HISA Shetland regularly.
- B3 - Board to be updated on student survey results.
- B4 – work still ongoing
- B5 – Complete
- B6 – Establish process for 1994 Education Act Compliance by HISA to be established.
- B7 – HISA’s Constitution is 6 and half years old, and when it is due to be refreshed every five years.
- B8 – Monitoring of strategy
- B9 – Quality monitoring to Board, including Education Scotland Review Report.

Accountability

Actions are required under a number of clauses. Section is 37% complete.

- C1, C5, C7, C9, C11, C18, C21, C23, C25, C28 – Completed
- C2 – Ongoing
- C3 – Finance Handbook to return to Finance and General Purposes Committee for approval, before going to board for ratification
- C4 – Not applicable
- C6 – Not Applicable
- C8 – Scheme of delegation and Audit Subcommittees to be established
- C10 – Regular Chairs meetings to be established
- C12 – Board effectiveness review to be established and Business Continuity Plan to be established
- C13 – Audit Committee to be established, Audit action plan to be developed, and Board development plan to be established
- C14 - Audit Committee to be established, Audit action plan to be developed, and Board development plan to be established
- C15 - Audit Committee to be established, Audit action plan to be developed, and Board development plan to be established
- C16 – Audit Committee terms of Reference to be reviewed by Audit Committee and approved by Board

- C17 – Audit Committee terms of Reference to be reviewed by Audit Committee and approved by Board
- C19 – Human Resources and Remuneration Committee are to undertake Remuneration Training on CDN
- C20 – establish Principal’s remuneration policy and establish a Principal’s remuneration sub-committee of HR and R with Independent members only.
- C22 – To be finalised and approved by Finance and General Purposes Committee
- C24 – Charity Trustee Awareness to be included as part of the Board Development Plan
- C26 – Ongoing
- C27 – Ongoing

Effectiveness

Actions are required under a number of clauses. Section is 37% complete.

- D2, D3, D4, D6, D7, D10, D12, D13, D15, D17 – Completed
- D1 – Mostly complete. Opportunity to include something in Board Development Plan to fulfil this criterion.
- D5 – Review and update register of interests
- D8 – Scheme of delegation and management processes to include delegation authority to the principal
- D9 – Establish process for agreeing Principal’s KPI’s and establishment of performance processes
- D11 – Establish a Chair development plan as part of the Board development plan
- D14 – Cover arrangements need to be established with UHI in the absence of the Board Secretary
- D16 – Conflict of interest declaration to be established for the Board Secretary
- D18 – Consider whether Board should be asking HISA for information regarding the process for nominations before nominations happen.
- D19 – Comprehensive Board Induction process to be developed
- D20 – Board Development Plan to include training processes for Board members
- D21 – Sub-Committee Training Plans to be established. Chairs and Secretary to meet with new committee members to understand training needs.
- D22 – Board Extensions Policy, Meeting Attendance Records, Annual Review process to be developed
- D23 – Board Effectiveness Review to be established
- D24 - Board Effectiveness Review to be established
- D25 - Board Effectiveness Review to be established
- D26 – Not Applicable
- D27 – Not Applicable

Partnership Working

All Actions Completed.