

Committee	Board of Management		
Agenda Item	6.8		
Date paper prepared	18/08/2022	Date of committee meeting	24/08/2022
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 Confidential - The paper must not be circulated beyond the committee members and should not be published online.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 and Section B are almost completed, with 29 clauses to be fulfilled, mostly from sections C and D, out of a total of 82, giving a completion rate of 65%. This does not include the 7 clauses that could be completed at this meeting, and a further 6 clauses to be completed through the upcoming committee cycle. With those 13 clauses completed only 16 clauses would remain to be filled, and Shetland UHI would have a completion rate of 80%.

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 and A3. Section is 85% Complete.

- A1, A3, A4, A5, A6, A7, A10, A11, A12, A13, A14 – Completed.
- A2 – Code of Conduct confirmed at meeting, Secretary to confirm signed copies from all members.
- A3 – Code of Conduct confirmed at August Board of Management meeting.
- A8 – Not Applicable
- A9 – only applies to Assigned Colleges

Section B: Quality of the Student Experience

Actions are required under all clauses, except B5. Section is 88% complete.

- B1 – Completed through existing reporting structures to Learning, Teaching, and Research Committee and Board of Management.
- B2 – Completed through existing reporting structures to Learning, Teaching, and Research Committee and Board of Management.
- B3 – Completed through the work of Learning, Teaching, and Research Committee.
- B4 – work still ongoing
- B5 – Complete
- B6 – Completed through Election Reports.
- B7 – Complete – noted at Board in July
- B8 – Complete. Monitoring of strategy
- B9 – Complete. Education Scotland Review Report.

Accountability

Actions are required under a number of clauses. Section is 54% complete.

- C1, C3, C5, C7, C9, C11, C18, C21, C23, C25, C28 – Completed
- C2 – Completed via monitoring of Regional Outcome Agreement.
- C4 – Not applicable
- C6 – Not Applicable
- C8 – Scheme of delegation to be signed off at August Board of Management Meeting.
- C10 – Completed via minutes and reports from Chairs to Board.
- C12 – Board effectiveness review to be established and Business Continuity Plan come to Audit Committee in September.
- C13 – Audit action plan to be developed, and Board development plan to be established
- C14 – Audit action plan to be developed, and Board development plan to be established
- C15 – Ongoing, awaiting first Audit.
- C16 – Audit Committee terms of Reference to be reviewed by Audit Committee in September and approved by Board in October.
- C17 – Audit Committee terms of Reference to be reviewed by Audit Committee in September and approved by Board in October.

- C19 – Human Resources and Remuneration Committee are to undertake Remuneration Training on CDN
- C20 – Establish Principal’s remuneration policy at Human Resources and Remuneration Committee.
- C22 – Complete. Financial Handbook finalised by staff.
- C24 – Charity Trustee Awareness to be included as part of the Board Development Plan
- C26 – Complete – NRPA, staff appraisal policies, LNCC minutes, Board minutes, and Human Resources and Remuneration Committee papers demonstrate these.
- C27 – Staff Governance Standard to go to the next Human Resources and Remuneration Committee

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 presented to the August Board of Management meeting.
- 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 – Board Induction process to be enhanced.
- D20 – Training agreement to come to August Board of Management Meeting
- D21 – Committee Training Plans to be established. Training log to be completed.
- D22 – Board Extensions Policy, Meeting Attendance Records, Annual Review process to be developed – To come to Search and Nominations Committee before Board approval in October
- D23 – Board Effectiveness Review to be established at August Board of Management Meeting
- D24 - Board Effectiveness Review to be established at August Board of Management Meeting
- D25 - Board Effectiveness Review to be established at August Board of Management Meeting
- D26 – Not Applicable
- D27 – Not Applicable

Partnership Working

All Actions Completed.