

<b>Committee</b>	HR&R		
<b>Date paper prepared</b>	06/09/2022	<b>Date of committee meeting</b>	14/09/2022
<b>Subject</b>	Professional Services Section Restructure Update		
<b>Author</b>	Gemma MacGregor, Vice Principal Operations		
<b>Action requested</b>	For note		
<b>Purpose of the paper</b>	To update the committee on the status of the professional services sections restructure		
<b>Brief summary of the paper</b>	This paper provides an update of the progress to date towards implementation of the Professional Services restructure, along with a proposed timeline and milestones for the restructure.		
<b>Consultation</b>	SMG, SMT & LNCC		
<b>Resource implications</b>	N/A		
<b>Risk implications</b>	N/A		

<p><b>Link with strategy</b></p>	<p>N/A</p>
<p><a href="#"><u>Equality, Diversity and Inclusion</u></a></p>	<p>N/A</p>
<p><b>Island Community Impact</b></p>	<p>N/A</p>
<p><b>Paper status</b></p>	<p><input checked="" type="checkbox"/> <b>Open</b> – The paper may be circulated to non-members of the committee and published online without restriction.</p> <p><input type="checkbox"/> <b>Restricted</b> – The paper must not be circulated to non-members or published online until after the committee meeting.</p> <p><input type="checkbox"/> <b>Confidential</b> - The paper must not be circulated beyond the committee members and should not be published online.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].</p>
<p><a href="#"><u>Freedom of information</u></a></p>	<p>Open</p> <p>If closed/ withheld, select date this will become 'open': Enter a date.</p>

Human Resources and Remuneration Committee  
**Progress Update Professional Services Restructure**

Shetland UHI

BOM-HRR=2022-06

Four professional services sections were agreed as part of the restructure business case.

- Registry
- Student Experience
- Finance
- Facilities

The Business Case for the Professional Services restructure has been approved by the Board and at LNCC with union representatives.

A job matching exercise to determine which posts within each section meet the criteria to be matched to the Head of Section role is complete. The restructure is being carried out in line with the UHI Shetland Organisational Restructuring Policy and Procedure. The job matching is ring fenced to role holders within each section. The Head of Finance role was filled at the senior management restructure.

Following this, formal one-to-one meetings are being scheduled with each of the staff members that have been matched to a Head of Section role. These meetings will be between the staff member and Vice Principal and minuted by HR. These meetings will be scheduled for early September. The aim is to have the roles filled by the end of September.

<b>Date for Completion</b>	<b>Milestone</b>
10/06/2022	Initial Informal Consultations with Affected Staff Complete
15/06/2022	Presentation of Professional Services Strategic Proposal to HR&R
15/06/2022	Staff Feedback Incorporated
20/06/2022	Business Case Developed – including process for appointing heads, changes based on feedback, and clarity on transitional arrangements
20/06/2022	LNCC Paper Deadline
27/06/2022	Business Case presented to LNCC.
29/09/2022	Business Case approved by LNCC
Early September 2022	Job matching process complete
w/c 12/09/22	Formal 1:1s with matched staff with VP Operations and HR
End September 2022	Transition in to 'new' structure arrangements communicated to staff.