

Human Resources and Remuneration Committee

Wed 14 September 2022, 16:30 - 18:30

Teams

Attendees

Chair

- Simon Collins (Chair of Human Resources and Remuneration Committee)

Prescribed Members

- David Sandison (Chair of the Board of Management, Chair of Search and Nominations Committee)
- Graeme Howell (Vice Chair of the Board of Management, Chair of Finance and General Purposes Committee, Senior Independent Member)
- Karen Hall (Chair of Learning, Teaching, and Research Committee)

Other Board Members

- Angela Sutherland (Non-Teaching Staff Director, Absent from 10)
- Absent: Grant Cumming (Vice-Chair of Human Resources and Remuneration Committee)

Apologies

- Rory Gillies (Independent Director)
- Lauren Doughton (Chair of Audit Committee)
- Jane Lewis (Principal - Shetland UHI)

Meeting minutes

1. Welcome, Apologies, and Announcements

Mr Collins (Chair of Human Resources and Remuneration Committee) welcomed everyone to the meeting. He also spoke about the agenda rearrangement to ensure the committee can conduct its remuneration business in line with the Code of Good Governance.

2. Declarations of Interest

Ms Hall (Chair of Learning, Teaching, and Research Committee) declared a conflict of interest as she has members of her family who work for Shetland UHI.

3. Minutes of the Previous Meeting

Mr Collins (Chair of Human Resources and Remuneration Committee) asked members to review the confidential minutes of the previous meeting for matters of accuracy, along with the Non-Confidential minutes from the previous meeting for matters of accuracy.

Decision: The committee approved the confidential minutes of the previous meeting as a true and accurate record of the meeting.

Decision: The committee approved the non-confidential minutes of the previous meeting as a true and accurate record of the meeting.

4. Matters Arising

Mrs Fenton (HR and OD Lead) confirmed to the committee that LNCC had accepted the amendment with a minor amendment under 8.1 of last meeting's agenda, namely Objective Setting and Review Policy, and Procedure.

5. *Terms of Reference

Noted: The Terms of Reference were noted.

6. Committee Training and Development

Mx Sierocinski King (Board Secretary) updated the committee on the training requirements, and that the one month rule for members to complete their remuneration training officially starts today.

Mr Collins (Chair of Human Resources and Remuneration Committee) confirmed to the committee that he had completed his training and described his experience of doing so.

Action: All Independent Members are to complete CDN training within one month of this meeting, and are to liaise with the Board Secretary should they have any difficulties.

7. Organisational Policies

7.1. Capability

Mrs Fenton (HR and OD Lead) introduced the policy and explained the background of the policy. The committee discussed the policy, with a focus on supporting staff.

Decision: The committee approved the capability policy for use at Shetland UHI.

Action: The HR and OD Lead shall implement the capability policy.

7.2. Maternity

Mrs Fenton (HR and OD Lead) introduced this agenda item, and highlighted the negotiations that were undertaken within LNCC. The HR and OD Lead made it clear that this policy does not apply to staff who were inherited from SIC into SUHI.

She also gave context that nationally bargained policies were in development, but no time scale has been set for their publication.

Decision: The committee approved the maternity policy for use at Shetland UHI.

Action: The HR and OD Lead shall implement the maternity policy.

7.3. Paternity

Mrs Fenton (HR and OD Lead) introduced this agenda item, and highlighted the negotiations that were undertaken within LNCC. The HR and OD Lead made it clear that this policy does not apply to staff who were inherited from SIC into SUHI.

She also gave context that nationally bargained policies were in development, but no time scale has been set for their publication.

Decision: The committee approved the paternity policy for use at Shetland UHI.

Action: The HR and OD Lead shall implement the paternity policy.

8. Staff Governance Standard

Mrs Fenton (HR and OD Lead) introduced the paper, and highlighted how the paper had been compiled and the contents of the paper measures areas of where we meet the Staff Governance Standard.

The Committee discussed the paper, and found the contents reassuring.

9. Updates

9.1. Academic Sections Restructure Update

Ms Burden (Depute Principal Tertiary) updated the committee on the Academic Sections Restructure, highlighting that:- LNCC had carried out its work with regard to the the head of section role, that job matching exercises were being carried out with ringfencing of posts to staff within their respective section; and competitive interviews were taking place where more than one candidate successfully job matches to a role. She also confirmed that four out of five section names had been agreed.

The committee discussed the paper. The Depute Principal Tertiary informed the committee that some section heads will be appointed by the end of the month, but due to the queries raised, some heads of section appointments will be delayed until the queries are resolved.

The Depute Principal Tertiary noted that two sections have had one person each where job matching has been successful and confirmed that an equitable and inclusive process has been undertaken to include a variety of staffing set-up, for example part-time staff.

9.2. Professional Services Restructure Updates

Ms Burden (Depute Principal Tertiary) updated the committee on the progress of the organisational restructure of professional services. highlighting that the Business Case for the Professional Services restructure has been approved by the Board and at LNCC with union representatives.

She further explained that a job matching exercise within each section to meet the criteria of being matched to the Head of Section role has been completed, and that like the Academic Heads of Section appointment process, the job matching process for Professional Heads of Section is ring fenced to role holders within each section.

The Depute Principal Tertiary explained that formal one-to-one meetings are being scheduled with each of the staff members that have been matched to a Head of Section role, noting that one of the Heads of Section positions may be a competitive process.

9.4. Risks under the remit of Human Resources and Remuneration Committee

Mrs Fenton (HR and OD Lead) gave a presentation on risk regarding disruption to services/projects and/or partnership working resulting from a loss of a key member of staff.

The HR and OD Lead outlined the possible causes and the possible impacts, along with a series of mitigating actions under four key headings:

1. Identify Key Staff Members
2. Improve Staff Data
3. Review Termination Notice Periods
4. Invest In Staff Development

The committee discussed the appropriateness of the terminology of "key staff" as opposed to "key knowledge" or "key tasks". The staff were complimented on the content of the presentation.

Action: The HR and OD Lead is to amend the terminology of the risk in line with the committee's comments.

11. Any Other Business

No additional business was raised.

12. Date of Next Meeting

The date of the next meeting is 16th November 2022

Agenda Item	Action	Responsible	Progress
6	Complete CDN training within one month of this meeting, and are to liaise with the Board Secretary should they have any difficulties.	All Independent Members	
7.1	Implement the capability policy.	HR and OD Lead	
7.2	Implement the maternity policy.	HR and OD Lead	
7.3	Implement the paternity policy.	HR and OD Lead	
9.4	Amend the terminology of the risk in line with the committee's comments.	HR and OD Lead	