

Extra-ordinary Human Resources and Remuneration Committee

Thu 27 October 2022, 16:30 - 17:15

Teams

Attendees

Chair and Vice-Chair

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

Prescribed Board Members

- David Sandison (Chair of the Board of Management, Chair of Search and Nominations Committee)
- Karen Hall (Chair of Learning, Teaching, and Research Committee)

Other Board Members

- None

Also in Attendance

- Judith Fenton (HR and OD Lead)
- Jane Lewis (Principal - Shetland UHI, Absent from 1, 2, 3)
- Matt Sierocinski King (Board Secretary)

Apologies

- Graeme Howell (Vice Chair of the Board of Management, Chair of Finance and General Purposes Committee, Senior Independent Member, Vice Chair of Search and Nominations Committee)
- Lauren Doughton (Chair of Audit Committee)
- Angela Sutherland (Non-Teaching Staff Director)
- Rory Gillies (Independent Director)

Meeting minutes

1. Welcome, Apologies, and Announcements

Mr Collins (Chair of Human Resources and Remuneration Committee) welcomed everyone to the meeting.

The apologies were noted, as recorded above.

2. Declarations of Interest

Ms Hall (Chair of Learning, Teaching and Research Committee) noted she had a conflict of interest as relatives of hers work for Shetland UHI.

3. Organisational Policies

3.1. SUHI Disciplinary Policy and Procedure

Mrs Fenton (HR and OD Lead) introduced the policy.

She explained that the policy applied to all staff who joined after 1st August 2021 and all former NAFC Marine Centre UHI staff. She also explained the background to its formulation, and how investigations would be carried out should a case arise.

The committee queried how the flat nature of the organisation and how escalations can be managed, including the possible involvement of members of the committee, along with training for any staff or committee member involved in following the procedure and policy. The HR and OD Lead reassured the committee that training was being planned for all staff involved.

Professor Lewis (Principal) joined the meeting during this agenda item.

Decision: The committee approved the Shetland UHI Disciplinary Policy and Procedure for use at Shetland UHI.

Action: The HR and OD Lead shall implement the Shetland UHI Disciplinary Policy and Procedure.

3.2. SUHI Redundancy Avoidance and Procedure

Mrs Fenton (HR and OD Lead) introduced the policy and explained the need for the policy in the current public sector financial climate. She also explained that experience had been drawn on from other academic partners in the formation of both policy and the procedure.

The HR and OD Lead explained the context of the discussions that had been undertaken at LNCC.

Decision: The committee approved the Shetland UHI Redundancy Avoidance Policy and Procedure for use at Shetland UHI.

Action: The HR and OD Lead shall implement the Shetland UHI Redundancy Avoidance Policy and Procedure.

3.3. Living Wage

Mrs Fenton (HR and OD Lead) introduced the policy and noted that the calculations excluded Distant Islands Allowance. She noted the uplift cost was relatively small, and explained that this uplift would bring Shetland UHI in line with other academic partners, which would allow Shetland UHI to complete Shetland UHI's application for Shetland UHI to be certified as a real living wage employer.

The committee discussed the policy and the timelines involved of implementation. The committee also discussed the applicability in terms of age and contractors. The HR and OD Lead answered the committee on all the points raised to their satisfaction.

The committee noted the impact on inflation in becoming a living wage employer, along with the moral value on becoming a real living wage employer as well as receiving grants. The committee also discussed the impact on the staff involved in the current economic climate

Decision: The committee approved the Real Living Wage Implementation.

Action: The HR and OD Lead shall implement the Real Living Wage at Shetland UHI.

Action: The HR and OD Lead shall complete and submit Shetland UHI's Real Living Wage Employer application.

4. Any Other Business

Mr Cumming (Vice-Chair of Human Resources and Remuneration Committee) announced his intention to resign from his position as a member of Shetland UHI's Board of Management in the new year, due to taking up employment in Canada.

The committee commiserated the news of his departure, while congratulating him on obtaining his new job role.

5. Date of Next Meeting

23rd November 2022

Agenda Item	Action	Responsible	Progress
3.1	Implement the Shetland UHI Disciplinary Policy and Procedure.	HR and OD Lead	
3.2	Implement the Shetland UHI Redundancy Avoidance Policy and Procedure.	HR and OD Lead	
3.3	Implement the Real Living Wage at Shetland UHI.	HR and OD Lead	
3.3	Complete and submit Shetland UHI's Real Living Wage Employer application.	HR and OD Lead	