

Committee	Board of Management																						
Agenda Item	16.1																						
Date paper prepared	24/03/2023	Date of committee meeting	29/03/2023																				
Subject	Minutes from the previous meeting of Human Resources and Remuneration Committee																						
Author	Matt Sierocinski King (Board Secretary)																						
Action requested	To note																						
Purpose of the paper	To review the minutes of the previous meeting of Human Resources and Remuneration Committee as required by the Code of Good Governance																						
Brief summary of the paper	<p>The confidential minutes of Human Resources and Remuneration Committee and the non-confidential minutes of Human Resources and Remuneration Committee can be found here: https://app.admincontrol.net/Bp#/Documents/6658559</p> <p>The table below details the non-confidential actions of Human Resources and Remuneration Committee:</p> <table border="1"> <thead> <tr> <th>Agenda Item</th> <th>Action</th> <th>Responsible</th> <th>Progress</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>Meet to discuss Remuneration planning matter further.</td> <td>Stand-In Chair of Human Resources and Remuneration Committee, Chair of the Board of Management, Board Secretary</td> <td></td> </tr> <tr> <td>9</td> <td>Undertake a recruitment for a new 0.6 FTE Human Resources role.</td> <td>Senior Management Team</td> <td></td> </tr> <tr> <td>12</td> <td>Update the committee on Living Wage Accreditation at the next meeting.</td> <td>Senior Management Team</td> <td></td> </tr> <tr> <td>13</td> <td>Implement the Grievance Policy and Procedure for use at Shetland UHI.</td> <td>Senior Management Team</td> <td></td> </tr> </tbody> </table>			Agenda Item	Action	Responsible	Progress	4	Meet to discuss Remuneration planning matter further.	Stand-In Chair of Human Resources and Remuneration Committee, Chair of the Board of Management, Board Secretary		9	Undertake a recruitment for a new 0.6 FTE Human Resources role.	Senior Management Team		12	Update the committee on Living Wage Accreditation at the next meeting.	Senior Management Team		13	Implement the Grievance Policy and Procedure for use at Shetland UHI.	Senior Management Team	
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	14	Implement the Whistleblowing Paper for use at Shetland UHI.	Senior Management Team	
	15	Circulate the link to CDN Remuneration Training and support virtually with any log-in challenges.	Board Secretary	
	15	Meet for a group session at Mareel on 21st March at 17:30, to undertake Remuneration Training together.	Interim Chair of Human Resources and Remuneration Committee, Stand-In Chair of Human Resources and Remuneration Committee, Chair of Learning, Teaching, and Research Committee, Chair of Audit Committee	
	15	If any of the Independent Directors those responsible for this action, have not completed the CDN Remuneration Training Module prior to 27th March 2023, when the Board Secretary is on-island, the Board Secretary will offer further support to such members.	Interim Chair of Human Resources and Remuneration Committee, and/or Stand-In Chair of Human Resources and Remuneration Committee, and/or Chair of Learning, Teaching, and Research Committee, and/or Chair of Audit Committee Board Secretary	
	16	Add this agenda item to the agenda of the next meeting of Human Resources and Remuneration Committee.	Board Secretary	

Consultation	Stand In Chair and Depute Principal Tertiary
Resource implications	Staff and Directors' Time
Risk implications	None
Link with strategy	Sustainability
Equality, Diversity and Inclusion	N/A
Island Community Impact	N/A
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.