

<b>Committee</b>	Human Resources and Remuneration		
<b>Agenda Item Number</b>	13		
<b>Date paper prepared</b>	06/09/2023	<b>Date of committee meeting</b>	27/09/2023
<b>Subject</b>	Update on Policy Preparation and approval		
<b>Author</b>	Jane Lewis & Kathryn MacDonald		
<b>Action requested</b>	Review and discussion		
<b>Purpose of the paper</b>	Updating report for discussion		
<b>Brief summary of the paper</b>	To update the Board on Policy and Guidance development in the Human Resources domain to identify priorities for the coming period.		
<b>Consultation</b>	All policies discussed at SMG, approved through LNCC, Guidance also reviewed by both committees.		
<b>Resource implications</b>	Resources will be required for development of further policies and this discussion will help to shape the resource required for the coming period		
<b>Risk implications</b>	Without suitable policies in place organisation management can be impaired		
<b>Link with strategy</b>	Summarise how the paper is linked with the <a href="#">university's strategic plan</a> , policy, or operational framework, where relevant.		
<b><a href="#">Equality, Diversity and Inclusion</a></b>			
<b>Island Community Impact</b>	Summarise how any actual or potential (positive or negative) impacts on island communities have been considered in the development of the paper.		

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 - The paper must not be circulated beyond the committee members and should not be published online.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

## Context

On point of vesting a general Staff Handbook was approved for operation for Shetland UHI as a skeleton to allow operations to get underway. The material lacked much supporting guidance and processes which needed to be formulated with the incoming staff of the merging organisations. Further we inherited policies from the merging organisations. We have worked through to refine and approve key policies for the new organisation. Where possible we have sought to develop a single policy for UHI Shetland. This paper is a stock take of work to date. Table 1 updates the completed policies, Table 2 completed Guidance and Table 3 provides a list of policies which we have identified as outstanding.

**The sub-committee is invited to review this information and contribute to a discussion to identify priorities for policy/guidance development for the coming period.**

**Table 1. Completed Policies**

Policy	Version	Scope	Note	LNCC Approval	HR&R Approval
Annual Leave Policy and Procedure	NRPA	All Staff	Complete	y	y
Professional Review and Development Policy	SUHI	All Staff	Minor Updates at present re GTCS Validation	y	y
Professional Review and Development Procedure	SUHI	All Staff	Minor Updates at present re GTCS Validation	y	y
Menopause Policy	NRPA	All Staff	In Process	y	y
Maternity Leave Policy and Procedure	SUHI	all bar SIC tupe staff	Complete and SIC	y	y
Paternity Leave Policy and Procedures	SUHI	all bar SIC tupe staff	Complete and SIC	y	y
Dignity at Work Policy	SUHI	SUHI	Complete	y	y
Disciplinary Policy and Procedure	SUHI	all bar SIC tupe staff	Complete	y	y
Equality, Diversity and Inclusivity Policy	UHI	All Staff	UHI Policy	y	y
Flexible Working Policy	SUHI	All Staff	In Progress	y	y
Grievance Policy and Procedure	SUHI	all bar SIC tupe staff	Complete	y	y
Objective Setting and Review Policy and Procedure	SUHI	All Staff	Complete	y	y
Recruitment and Selection Policy and Procedure	SUHI	All Staff	Complete	y	y
Redundancy Avoidance Policy	SUHI	All Staff	Complete	y	y
Stress Management	SUHI	All Staff	Complete	y	y
Probationary Policy and Procedure	SUHI	All Staff	Complete	y	y
Organisational Restructure Policy and Procedure	SUHI	All Staff	Complete	y	y

Capability Policy and Procedure	SUHI	All Staff	Complete	y	y
Reporting Concerns at Work – Whistleblowing	SUHI	All staff	Complete	y	y
Shared Parental Leave Policy and Procedures	SUHI	All staff	Complete	y	y
Sickness Absence Policy	SUHI	All staff	Drafted	4/09 more work required on drafting	?Q2 meeting
Relocation	SUHI	Potential new staff	Drafted	y	Q1 meeting
Bullying and Harassment	SUHI		Drafted	Oct 23	Q2 meeting

**Table 2 Completed Guidance**

Guidance Note	Date Confirmed	Note
Casual Worker Flowchart	Nov-22	Needs minor amendment to align with finance requirements
Bereavement / Compassionate Leave Guidance	Oct-22	
Recruitment Flowchart	Mar-22	
Long Service Award	TBC	HR&R not certain on this
PRD Templates and Guidance	Jun-22	
Annual Leave Guidance Note	Oct-22	Needs uploading to Breathe
Adverse Weather Guidance	TBC	guidance to draft - policy obsolete
Receipt of Gifts	Complete	
Induction Visiting Research/Interns	Complete	amended ex NAFC
Request to Recruit - freeze	Complete	
NRPA Annual Leave FAQs	Complete	

**Table 3 Outstanding Policies**

Staff Drug and Alcohol Policy
Wellbeing Policy
Time Off in Lieu (TOIL)