

Human Resources and Remuneration Committee

Wed 24 May 2023, 16:30 - 18:30

Teams

Attendees

Chair

- Graeme Howell (Vice Chair of the Board of Management, Chair of Finance and General Purposes Committee, Senior Independent Member)
- Absent: David Sandison (Interim Chair of Human Resources and Remuneration Committee)

Prescribed Board Members

- Lauren Doughton (Chair of Audit Committee)

Other Board Members

- Absent: Mason Robbins

Ex-Officio

- Jane Lewis (Principal - Shetland UHI)

Also In Attendance

- Laura Burden (Depute Principal Tertiary, Absent from 16, 17, 18, 19)
- Matt Sierocinski King (Board Secretary)
- Gemma MacGregor (Vice Principal Operations, Absent from 16, 17, 18, 19)

Apologies

- Angela Sutherland (Non-Teaching Staff Director)
- Karen Hall (Chair of Learning, Teaching, and Research Committee)

Meeting minutes

1. Welcome, Apologies, and Announcements

In the absence of Mr Sandison (Interim Chair of Human Resources and Remuneration Committee) Mr Howell (Vice-Chair of the Board of Management), served as Stand-In Chair for the meeting. The Stand-In Chair welcomed everyone to the meeting.

Apologies were noted from Ms Hall (Chair of Learning, Teaching, and Research Committee) and Ms Sutherland (Non-Teaching Staff Director).

With the absence also of Doctor Robbins (Independent Member), the Committee fell inquorate.

2. Declarations of Interest

Mr Howell (Stand-In Chair of Human Resources and Remuneration Committee) asked the members present if they had any declarations of interest to make with regards to items on the agenda. No such declarations of interest were made.

3. Minutes of the Previous Meetings

Mr Howell (Stand-In Chair of Human Resources and Remuneration Committee) requested that the members present review the Confidential minutes of the previous meeting, for matters of accuracy.

The Stand-In Chair of Human Resources and Remuneration Committee requested that the members present review the Non-Confidential minutes of the previous meeting, for matters of accuracy.

Decision: The Committee members present recommended that the Confidential minutes of the previous meeting be referred to the next meeting of Human Resources and Remuneration Committee for approval.

Decision: The Committee members present recommended that the Non-Confidential minutes of the previous meeting be referred to the next meeting of Human Resources and Remuneration Committee for approval.

Action: Mx Sierocinski King (Board Secretary) shall add the Confidential minutes of the previous meeting of Human Resources and Remuneration Committee to the agenda of the next meeting of Human Resources and Remuneration Committee, for approval.

Action: Mx Sierocinski King (Board Secretary) shall add the Non-Confidential minutes of the previous meeting of Human Resources and Remuneration Committee to the agenda of the next meeting of Human Resources and Remuneration Committee, for approval.

4. Matters Arising

All the remaining matters yet to be completed from the previous meeting, were agenda items at this meeting of Human Resources and Remuneration Committee.

5. Terms of Reference

Mx Sierocinski King (Board Secretary) introduced the changes to the Terms of Reference, that were requested to be made, as part of the compliance checks within the Code of Good Governance. The Committee Members present confirmed they were generally happy with the suggested changes, but as the committee meeting was not quorate, were unable to approve the changes.

Action: The Board Secretary shall add the changes to the terms of reference for the committee, to the agenda of the next meeting of the Board of Management.

Matters for Decision

6. Shared Parental Leave and Pay Policy

Professor Lewis (Principal) introduced the policy, noting that it had been agreed at LNCC and that the policy applies to all staff, until such time as a national policy is adopted.

The Committee raised a question regarding the pay levels being linked to Maternity pay. Ms Burden (Depute Principal Tertiary) responded.

Decision: The Committee members present recommended the policy to the Board of Management for approval.

Action: Mx Sierocinski King (Board Secretary) shall add the Shared Parental Leave and Pay Policy to the agenda of the next meeting of the Board of Management for approval.

Regular Updates

7. Living Wage Accreditation - Update

Professor Lewis (Principal) confirmed to the committee members present that no update can be given at this time, and therefore requested that this agenda item return to the next meeting of Human Resources and Remuneration Committee

Action: Mx Sierocinski King (Board Secretary) shall add Living Wage Accreditation - Update to the agenda of the next meeting of Human Resources and Remuneration Committee.

10. National Bargaining and Industrial Action

Professor Lewis (Principal) updated the committee on National Bargaining and Industrial Action, confirming that a two-year cost of living offer of 3.5% increase in year one and a further 3.5% increase in year two, was offered to trade unions. She spoke about her experience of an employers meeting that she attended in person. She confirmed that the Unions had rejected the two year deal, and informed the committee that that negotiations had moved on to flat cash settlements. The Principal confirmed that the lecturing union had taken Action Short of a Strike with a refusal to input marks into the record.

The Committee discussed the matter further.

11. HR Support

Professor Lewis (Principal) confirmed that there was a preferred candidate, that resulted from the interview process undertaken recently. She confirmed that the candidate had accepted the offer of employment, noting that compliance checks were underway, and the candidate was expected to start by September 2023.

12. Staffing Updates

Professor Lewis (Principal) confirmed that the staffing update is to follow, and will be delivered to the committee via correspondence. She confirmed that staffing levels had not gone up, and that many of the roles appointed since the last meeting of the committee were externally funded positions. The committee discussed the recruitment process. The Principal spoke about the roles that were not being replaced.

Papers for Information and Discussion

13. Internal Audit Report on Staff Recruitment

Mrs Burden (Depute Principal Tertiary) spoke to the committee about Internal Audit Report on Staff Recruitment. She noted that some the recommendations are historic, along with the recommendation to make minor amendments to the Recruitment and Selection Policy. The Depute Principal Tertiary spoke to the committee about each recommendation individually, and the corresponding management responses, along with the actions arising as a result of each recommendation.

The Committee discussed the recommendations, and felt the report was a demonstration of the success of Shetland UHI's development.

13.1. Recruitment and Selection Policy

Mrs Burden (Depute Principal Tertiary) explained that the highlighted changes were designed to reflect the recommendations of the Internal Audit Report on Staff Recruitment.

Noted: The Committee noted the changes to the Recruitment and Selection Policy.

14. Staff Stress Survey

Professor Lewis (Principal) spoke to the committee regarding the stress survey focusing on the responses received, along with the analysis of the results including recommendations resulting from the analysis.

She spoke about the additional questions being added to the survey for the next release of the survey later this year.

The Committee discussed Mental Health First Aid Training to staff, along with external health support. The Principal responded noting the Spectrum Life support provision for students and the Togetherall support provision for Students and Staff. She noted that negotiations were ongoing to extend access to Spectrum Life to staff. The Committee hypothesised as to whether the time of year that the survey was released and will be released in the future, has, or will impact on the answers received from staff to the questions presented.

The Committee also discussed the responses regarding bullying. The Principal confirmed that a policy on such matters would be forthcoming.

15. UHI Shetland Public Sector Equality Duty

Ms MacGregor (Vice-Principal Operations) updated the committee on the Public Sector Equality Duty (PSED), noting that it was a legal requirement for Shetland UHI to monitor this. She drew the committee's attention to point 4 in the paper (Student Information), along with actions focused on improve accessibility, along with challenging stereotypes in some courses. She noted that from 2025 onwards, (the next iteration of the PSED), the PSED will be completed on a UHI wide basis, to which Shetland UHI will feed into, rather than report on directly.

The Committee discussed how the PSED at Shetland UHI varies to other Academic Partners in UHI. Mrs Burden (Depute Principal Tertiary) also spoke about the performance indicators which will come to the Learning, Teaching, and Research Committee.

The Depute Principal Tertiary and the Vice-Principal Operations departed the meeting at the end of this agenda item.

Internal Committee Matters

16. Committee training

Doctor Doughton (Chair of Audit Committee) confirmed that she still needs to complete the CDN Remuneration Training module.

Action: The Chair of Audit Committee shall complete the CDN Remuneration Training module.

17. Chair and Vice-Chair

This item was deferred until next meeting.

Action: Mx Sierocinski King (Board Secretary) shall add the agenda item of the Chair and Vice-Chair to the agenda of the next meeting of Human Resources and Remuneration Committee.

Concluding Matters

18. Any Other Business

There was no additional business.

19. Date of Next Meeting

The date of the next meeting is 30th August 2023.

Agenda Item	Action	Responsible	Progress
3	Add the Confidential minutes of the previous meeting of Human Resources and Remuneration Committee to the agenda of the next meeting of Human Resources and Remuneration Committee, for approval.	Mx Sierocinski King (Board Secretary)	Complete
3	Add the Non-Confidential minutes of the previous meeting of Human Resources and Remuneration Committee to the agenda of the next meeting of Human Resources and Remuneration Committee, for approval.	Mx Sierocinski King (Board Secretary)	Complete
5	Add the changes to the terms of reference for the committee, to the agenda of the next meeting of the Board of Management.	Board Secretary	Complete

6	Add the Shared Parental Leave and Pay Policy to the agenda of the next meeting of the Board of Management for approval.	Mx Sierocinski King (Board Secretary)	Complete
7	Add Living Wage Accreditation - Update to the agenda of the next meeting of Human Resources and Remuneration Committee.	Mx Sierocinski King (Board Secretary)	Complete
16	Complete the CDN Remuneration Training module.	Chair of Audit Committee	
17	Add the agenda item of the Chair and Vice-Chair to the agenda of the next meeting of Human Resources and Remuneration Committee.	Mx Sierocinski King (Board Secretary)	Complete