

# Completed Actions of the Action List for Code of Good Governance

The purpose of this document is to demonstrate the actions that have been completed so far, against those highlighted by the former Head of Internal Audit at UHI.

| Code Section                                    | Under the numbered clause, actions are to be completed by |     |      |                      |           |                 |
|---|---|-----|------|----------------------|-----------|-----------------|
|   | HR+ OD Lead   | VPO | SMT  | Chair/<br>Vice Chair | Directors | Board Secretary |
| Section A:<br>Leadership and Strategy           | -   | 2   | 7, 9 |                      | 10        | 2, 10           |
| Section B:<br>Quality of the Student Experience | -   | 1   |      |                      | -         | 2               |
| Section C:<br>Accountability                    | 26  | -   | 2    |                      |           | 21              |
| Section D:<br>Effectiveness                     | -   | -   |      |                      |           | 17              |
| <b>Total</b>                                    | 1   | 2   | 3    | 0                    | 1         | 5               |

## 1. HR + OD Lead Actions

| Code Principle |  | Actions   | Deadline/Status                      |
|----------------|--|---|--------------------------------------|
| <b>C26</b>     | The board must have a system of corporate accountability in place for the fair and effective management of all staff, to ensure all legal obligations are met and all policies and agreements are implemented and identify areas that require improvement and to develop action plans to address them. | HR and OD lead to provide Human Resources Committee with plan for future review of policy implementation, compliance and any actions to facilitate improvement. | By end of AY 2023/24<br><br>Complete |

## 2. Vice-Principal Operations Actions

| Code Principle |   | Actions   | Deadline                        |
|----------------|---|---|---------------------------------|
| <b>A2</b>      | Every board member must ensure that they are familiar with and their actions comply with the provisions of their board's Code of Conduct.         | Vice Principal Operations to update website to reflect current Board Directors  | September 2023.<br><br>Complete |
| <b>B1</b>      | The board must have close regard to the voice of its students and the quality of the student experience should be central to all board decisions. | Vice Principal Operations to update website to reflect current Board Directors. | Complete                        |

### 3. Senior Management Team Actions

| Code Principle |  | Actions   | Deadline  |
|----------------|--|---|---|
| <b>A7</b>      | <p>The board must ensure that a comprehensive performance measurement system is in place which identifies key performance indicators. It must ensure that it scrutinises performance measures and reports these on their website in a manner that is both timely and accessible to stakeholders. This will allow the board to determine whether or not the vision and mission of the region or the college are being fulfilled and that the interests of stakeholders are being met.</p> <p><i>[2022 Code - A7 has been moved to A9 wording remains the same].</i></p> | Principal and SMT to establish of KPIs for new strategy to be agreed at Q1 Board meeting 2023/24.                                 | <p>Q1 Board Meeting 2023/2024</p> <p>Complete</p> |
| <b>A9</b>      | <p>The roles and responsibilities of the boards of assigned colleges should be undertaken in the context of the roles and responsibilities of their regional strategic body. Assigned college boards must contribute constructively to the development of the outcome agreement led in its region by the regional strategic body and support the regional strategic body to monitor performance in achieving the agreed outcomes.</p> <p><i>[2022 Code - A9 has been moved to A8 wording remains the same].</i></p>  | Principal and SMT to develop specific monitoring arrangements for the Shetland UHI contribution to the regional outcome agreement | <p>31 October 2023.</p> <p>Complete</p>           |
| <b>C2</b>      | <p>The board must ensure delivery of its outcome agreement or in the case of an assigned college, its agreed contribution to the region's outcome agreement.</p>   | Principal and SMT to develop specific monitoring arrangements for the Shetland UHI contribution to the regional outcome agreement | <p>31 October 2023.</p> <p>Complete</p>           |

#### 4. Chair's and Vice-Chair's Actions

| Code Principle |  | Actions | Deadline |
|----------------|--|---------|----------|
|                |  |         |          |

#### 5. Directors' Actions

| Code Principle |   | Actions  | Deadline/Status                |
|----------------|---|--|--------------------------------|
| <b>A10</b>     | The board must demonstrate high levels of corporate social responsibility by ensuring it behaves ethically and contributes to economic development while seeking to improve the quality of life of the local community, society at large and its workforce. | <i>Board Secretary to ensure all Board Members sign up to Code of Conduct.</i> | September 2023<br><br>Complete |

## 6. Board Secretarial Actions

| Code Principle |  | Actions   | Deadline   |
|----------------|--|---|--|
| <b>A2</b>      | Every board member must ensure that they are familiar with and their actions comply with the provisions of their board's Code of Conduct.  | Board Secretary to ensure all Board members to sign up to Code of Conduct   | September 2023.<br><br>Complete  |
| <b>A10</b>     | The board must demonstrate high levels of corporate social responsibility by ensuring it behaves ethically and contributes to economic development while seeking to improve the quality of life of the local community, society at large and its workforce.  | Board Secretary to ensure all Board Members sign up to Code of Conduct  | September 2023.<br><br>Complete  |
| <b>B2</b>      | The board must lead by example in relation to openness, by ensuring that there is meaningful on-going engagement and dialogue with students, the students' association and as appropriate staff and trade unions in relation to the quality of the student experience. Consultation is essential where significant changes are being proposed. | Board Secretary to provide information on Student Directors.  | Completed. Information provided to VPO and Comms Team.                                     |
| <b>C21</b>     | The board chair cannot be the chair of the Remuneration Committee (but they can be a member of it).  | Board Secretary to confirm interim arrangement where Vice Chair will Chair Remuneration Committee   | 31 October 2023<br><br>Amended Terms of Reference approved in June 2023 demonstrated this. |
| <b>D17</b>     | For boards with responsibility for board appointments, the board must ensure a formal and open procedure is in place for recruiting and selecting new non-executive board members. Boards must have regard to all relevant Ministerial Guidance on board appointments.   | Board Secretary to embed in the Board recruitment pack the requirement to have regard to all relevant Ministerial Guidance on board appointments. | 31 December 2023.<br><br>Complete  |