

Human Resources and Remuneration Committee Meeting, Quarter 1, 2023-2024

Wed 27 September 2023, 16:30 - 18:30

Attendees

Chair

- Graeme Howell (Vice Chair of the Board of Management, Chair of Finance and General Purposes Committee, Senior Independent Member)

Prescribed Board Members

- Karen Hall (Chair of Learning, Teaching, and Research Committee)
- Lauren Doughton (Chair of Audit Committee, Absent from 1, 2, 3, 3.1, 3.2, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16)

Other Board Members

- Mason Robbins (Independent Director)

Management Team Member and Ex-Officio

- Jane Lewis (Principal - Shetland UHI)

Staff In Attendance

- Matt Sierocinski King (Board Secretary)

Also In Attendance

- Kathy MacDonald (HR and OD Lead)
- Laura Burden (Vice Principal - Tertiary, Absent from 1, 2, 3, 3.1, 3.2, 4, 5, 6, 18, 19, 20)

Apologies

- David Sandison (Chair of the Board of Management, Chair of Search and Nominations Committee)
- Angela Sutherland (Non-Teaching Staff Director)

Meeting minutes

1. Welcome, Apologies, and Announcements

Mr Howell (Vice-Chair of the Board of Management) welcomed everyone to the meeting, and welcomed Ms MacDonald (HR and OD Lead) to her first Human Resources and Remuneration Committee. The Committee noted apologies from Mr Sandison (Chair of the Board of Management) and Ms Sutherland (Non-Teaching Staff Director).

The Vice-Chair of the Board of Management chaired the meeting in the absence of the Chair of the Board of Management.

2. Declarations of Interest

Mr Howell (Vice-Chair of the Board of Management) asked members of the Committee if they had any declarations of interest to make with regards to items on the agenda. No such declarations were made.

3. Minutes of the Previous Meetings

3.1. 2022-2023 Q4 Meeting

Mr Howell (Vice-Chair of the Board of Management) asked members of the Committee to review the Confidential minutes of the 2022-2023 Quarter 4 Human Resources and Remuneration Committee meeting for matters of accuracy.

Mr Howell (Vice-Chair of the Board of Management) asked members of the Committee to review the Non-Confidential minutes of the 2022-2023 Quarter 4 Human Resources and Remuneration Committee meeting for matters of accuracy.

Decision: The Committee approved the Confidential minutes as a true and accurate record of the 2022-2023 Quarter 4 Human Resources and Remuneration Committee meeting.

Decision: The Committee approved the Non-Confidential minutes as a true and accurate record of the 2022-2023 Quarter 4 Human Resources and Remuneration Committee meeting.

3.2. 2022-2023 Q3 Meeting

Mr Howell (Vice-Chair of the Board of Management) asked members of the Committee to review the Confidential minutes of the 2022-2023 Quarter 3 Human Resources and Remuneration Committee meeting for matters of accuracy.

Mr Howell (Vice-Chair of the Board of Management) asked members of the Committee to review the Non-Confidential minutes of the 2022-2023 Quarter 3 Human Resources and Remuneration Committee meeting for matters of accuracy.

Decision: The Committee approved the Confidential minutes as a true and accurate record of the 2022-2023 Quarter 3 Human Resources and Remuneration Committee meeting.

Decision: The Committee approved the Non-Confidential minutes as a true and accurate record of the 2022-2023 Quarter 3 Human Resources and Remuneration Committee meeting.

4. Matters Arising

There were no matters arising.

5. Terms of Reference

Noted: The Terms of Reference were noted.

Matters for Decision

7. Relocation

Professor Lewis (Principal) spoke to the proposal for a relocation policy and the background as to why it was being recommended to the Committee. She confirmed it had been approved at LNCC and mirrors another university policy. The Principal also set the context as to when it would be utilised, if approved by the Committee and clarified that it applied to those who reside over 50 miles away from Lerwick or Scalloway.

The Committee discussed the matter of virtual working.

Mrs Burden (Depute Principal Tertiary) joined the meeting during this agenda item.

Decision: The Committee approved the Relocation Policy for use at Shetland UHI.

Action: The Senior Management Team shall implement the Relocation Policy for use at Shetland UHI.

Regular Updates

8. Living Wage Accreditation - Update

Ms MacDonald (HR and OD Lead) confirmed that Shetland UHI had achieved Real Living Wage accreditation, and that a plaque is on its way. The committee offered its congratulations to Shetland UHI for achieving accreditation.

11. National Bargaining and Industrial Action

Professor Lewis (Principal) updated the Committee on the EIS-FELA ballot which closes on 28th September 2023 and requests a 6 month mandate. She also updated on the position of UNISON.

The Principal reminded the Committee of the offer made with regards to pay, which was both full and final. She also spoke about the possibility of a three year deal, and spoke about the possibility of looking to government for funding of any future pay rises.

The Principal noted that the trade unions had not balloted staff as to the deal on the table and further noted the approach of some colleges to deduct pay for ASOS actions, but did not feel this was right to do, unless a sector wide approach is developed.

12. Update on Recruitment Audit Actions

Ms MacDonald (HR and OD Lead) updated the Committee on the progress of completing the actions from the Staff Recruitment audit. She detailed the fulfilling of the actions undertaken and those actions that remain outstanding.

Papers for Information and Discussion

13. Update on Policies - (Restricted)

Professor Lewis (Principal) and Ms MacDonald (HR and OD Lead) updated the Committee on this agenda item. The HR and OD Lead spoke of the review work she had done to correct typographical errors in existing policies, before developing the policies that were outstanding.

Decision: The Committee gave the HR and OD Lead the authority to change any typographical errors in HR policies that are not substantive, without the Committee having to review such policies.

Action: The HR and OD Lead shall change any typographical errors in HR policies that are not substantive.

Action: Members of the Committee are to mention to Senior Management any policies that they feel Shetland UHI should have but does not currently have.

Internal Committee Matters

14. Committee training

Mx Sierocinski King (Board Secretary) updated the Committee on the requirement of the progress on the completion of remuneration training, and that Board Members would be reminded to complete the required training for all CDN modules as is relevant to them based on their Committee assignments, and any roles to which they hold upon the Board of Management.

15. Chair and Vice-Chair

Decision: The Committee decided to defer the decision of who to recommend to the Board of Management to serve as the Chair of Human Resources and Remuneration Committee, to be determined at the next meeting of Human Resources and Remuneration Committee.

Decision: The Committee decided to defer the decision of who to recommend to the Board of Management to serve as the Vice-Chair of Human Resources and Remuneration Committee, to be determined at the next meeting of Human Resources and Remuneration Committee.

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

Concluding Matters

16. Any Other Business

There was no further business.

17. Date of Next Meeting

The date of the next meeting is 9th November 2023

At the end of this agenda item, Mrs Burden (Depute Principal Tertiary) left the meeting, and Doctor Doughton (Chair of Audit Committee) joined the meeting.

Agenda Item	Action	Responsible	Progress
7	Implement the Relocation Policy for use at Shetland UHI.	Senior Management Team	Complete
13	Change any typographical errors in HR policies that are not substantive.	HR and OD Lead	Complete
13	Mention to Senior Management any policies that they feel Shetland UHI should have but does not currently have.	Members of the Committee	
15	Add the Chair and Vice-Chair agenda item to the agenda of the next meeting of the Committee.	Mx Sierocinski King (Board Secretary)	Complete