

Human Resources and Remuneration Committee Meeting, Quarter 2, 2023-2024

Wed 8 November 2023, 16:30 - 18:30

Attendees

Chair

- David Sandison (Interim Chair of Human Resources and Remuneration Committee)

Prescribed Board Members

- Graeme Howell (Vice Chair of the Board of Management, Chair of Finance and General Purposes Committee, Senior Independent Member)
- Karen Hall (Chair of Learning, Teaching, and Research Committee)
- Absent: Lauren Doughton (Chair of Audit Committee)

Other Board Members

- Angela Sutherland (Non-Teaching Staff Director)

Ex-Officio

- Jane Lewis (Principal - Shetland UHI)

Management Team Member

- Kathy MacDonald (HR and OD Lead)

Staff In Attendance

- Matt Sierocinski King (Board Secretary)

Apologies

- Mason Robbins (Independent Director)

Meeting minutes

1. Welcome, Apologies, and Announcements

Mr Sandison (Interim Chair of Human Resources and Remuneration Committee) welcomed everyone to the meeting. Apologies were noted for Dr Robbins (Independent Director), and it was announced that Professor Lewis (Principal) had been held up in another meeting, and would join the meeting later on.

2. Declarations of Interest

Ms Hall (Chair of Learning, Teaching, and Research Committee) declared an interest that a relative of hers works at Shetland UHI.

3. Minutes of the Previous Meetings

Mr Sandison (Interim Chair of the Board of Management) asked the Committee to review the Confidential minutes of the previous meeting for matters of accuracy. The Interim Chair of the Board of Management asked the Committee to review the Non-Confidential minutes of the previous meeting for matters of accuracy.

Decision: The Committee approved the Confidential minutes as a true and accurate record of the previous meeting.

Decision: The Committee approved the Non-Confidential minutes as a true and accurate record of the previous meeting.

4. Matters Arising

Ms MacDonald (HR and OD Lead) noted that the matter of ensuring that First Aiders received the allowance for First Aid provision was ongoing and was expected to be resolved soon.

Action: The HR and OD Lead is to update on the progress of the First Aiders receiving the First Aid allowance.

5. Terms of Reference

Mx Sierocinski King (Board Secretary) announced that Professor Lewis (Principal) had advised that Ms MacDonald (HR and OD Lead) should replace the Principal as the Management Team Member.

Decision: The Committee approved replacing the Principal with the HR and OD Lead as the designated Management Team Member on the Terms of Reference for Human Resources and Remuneration Committee.

Action: The Board Secretary shall replace the Principal with the HR and OD Lead as the designated Management Team Member on the Terms of Reference for Human Resources and Remuneration Committee.

Matters for Decision

6. Harassment and Bullying Policy

Ms MacDonald (HR and OD Chair) spoke to the Committee about the Bullying and Harassment Policy and explained that LNCC had requested a few clarifications, as well as making the phraseology in the policy gender neutral. The Committee discussed the policy as it stood in draft and suggested that wording be added to the policy to make it clear that it is applicable to board members.

Decision: The Committee referred the policy back to LNCC for further amendments, including the addition of a reference to Directors.

Action: The Board Secretary shall add the Harassment and Bullying Policy to the agenda of the next meeting of the Committee.

7. TOIL and Flexi Policy Proposal

Ms MacDonald (HR and OD Lead) introduced the paper, and confirmed that the paper was approved at LNCC without amendment.

Decision: The Committee approved the paper to allow the HR and OD Lead to develop a full TOIL and Flexi Policy.

Action: The HR and OD Lead is to develop a full TOIL and Flexi Policy

8. Disability Confident Application

Ms MacDonald (HR and OD Lead) introduced the paper, and requested the Committee's approval to apply for accreditation, and further explained the benefits of accreditation for staff and Shetland

UHI as a whole. The Committee discussed what areas Shetland UHI might struggle with to gain accreditation. The HR and OD lead spoke about the actions needed to move up accreditation levels and the timelines involved.

Decision: The Committee granted its approval for Shetland UHI to apply for Disability Confident accreditation.

Action: The HR and OD lead shall progress the Shetland UHI application for Disability Confident accreditation.

Regular Updates

10. National Bargaining and Industrial Action

Professor Lewis (Principal) updated the Committee on the latest information with regard to National Bargaining and Industrial Dispute. She confirmed that £2,000 pa for 2022-23; £1,500 pa for 2023-24 and 3.5% for 2024-25 had been offered as pay increases, adding that Employers Scotland had made it clear this was the full and final offer for 2022-23; 2023-24 to Unions. She spoke about the ongoing engagement with Trade Unions, and noted that Unison had gone out to ballot for industrial action, with the ballot closing in December to establish a mandate for strike action from 18th December to early June 2024.

Mr Howell (Vice-Chair of the Board of Management) mentioned the increase in Real Living Wage, that applies from May 2024, rising from £10.90 to £12.00. The Principal confirmed that checks had been made and that Shetland UHI already met the rise.

11. Update on Staffing

Ms MacDonald (HR and OD Lead) updated the Committee on Staffing levels. She informed the Committee that as of 31st October 2023 the Staff headcount was 122, an increase in the last year while the Staff Full-Time Equivalent figure had reduced to 106.61.

Professor Lewis (Principal) gave further context to the Committee on the ebbing and flowing of employment levels at Shetland UHI, and noted that some of the additional roles were funded, with 4 vacancies currently.

Papers for Information and Discussion

12. Table of amendments made to Policies - (Restricted)

Ms MacDonald (HR and OD Lead) updated the Committee on the progress of correcting typographical errors in policies.

Internal Committee Matters

14. Committee training

Mx Sierocinski King (Board Secretary) updated the Committee that the chaser on completing remuneration training does not apply to those Committee members present.

Action: Via correspondence, the Board Secretary is to diplomatically remind any remaining Independent Directors to complete the remuneration training module.

15. Chair and Vice-Chair

Mr Sandison (Interim Chair of Human Resources and Remuneration Committee) updated the Committee on the recruitment process for Independent Directors and its effect on the composition of Chairs and Vice Chairs for Committees of the Board of Management. He spoke about his desire to stand down from the role of Interim Chair of Human Resources and Remuneration Committee at the Annual General Meeting on 13th December 2023. Mx Sierocinski King (Board Secretary) spoke to the Committee about the conversations had at Search and Nominations Committee on the recruitment for a new Chair of Human Resources and Remuneration Committee.

Action: The Interim Chair Human Resources and Remuneration Committee is to search for a nominee for the role of Chair of Human Resources and Remuneration Committee, and in the first instance, make approaches to existing Independent Directors of the Board of Management

Concluding Matters

16. Any Other Business

The speed at which the meeting had reached this agenda item, having completed all other previous agenda items, was commented upon.

17. Date of Next Meeting

The date of the next meeting is 7th February 2023. Ms Sutherland (Non-Teaching Staff Director) left the meeting at the end of this agenda item.

Agenda Item	Action	Responsible	Progress
4	Update on the progress of the First Aiders receiving the First Aid Allowance.	HR and OD Lead	
5	Replace the Principal with the HR and OD Lead as the designated Management Team Member on the Terms of Reference for Human Resources and Remuneration Committee.	Board Secretary	
6	Add the Harassment and Bullying Policy to the agenda of the next meeting of the Committee.	Board Secretary	Complete

7	Develop a full TOIL and Flexi Policy	HR and OD Lead	
8	Progress the Shetland UHI application for Disability Confident accreditation.	HR and OD Lead	
14	Via correspondence diplomatically remind any remaining Independent Directors to complete the remuneration training module.	Board Secretary	
15	To search for a nominee for the role of Chair of Human Resources and Remuneration Committee, and in the first instance, make approaches to existing Independent Directors of the Board of Management	Interim Chair Human Resources and Remuneration Committee	