

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.

This document is an updated version of the one presented to Audit Committee in November 2023.

Code Section	Under the numbered clause, actions are to be completed by					
	HR+ OD Lead	VPO	SMT	Chair/ Vice Chair	Directors	Board Secretary
Section A: Leadership and Strategy	12	2	7, 9, 10		10	1, 2, 10
Section B: Quality of the Student Experience	-	1			-	1, 2
Section C: Accountability	26	-	2			15, 21
Section D: Effectiveness	-	-				17
Total	2	2	4	0	1	8

1. HR + OD Lead Actions

Code Principle		Actions	Deadline/Status
C26	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 Complete
A12	The board must provide leadership in equality and diversity.	HR and OD development Lead to review reporting information that demonstrates compliance with Equality and Diversity requirements and provide to Human Resources and Remuneration Committee.	Q2 2023/24 Human Resources and Remuneration Committee. Complete

2. Vice-Principal Operations Actions

Code Principle		Actions	Deadline
A2	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. Complete
B1	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
A7	<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.	Q1 Board Meeting 2023/2024 Complete
A9	<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	31 October 2023. Complete
A10	<p>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.</p>	Principal and SMT to develop Social Responsibility policy. Principles now agreed for establishment of Social Responsibility policy	Q4 Board meeting 2023/24 for approval development should be complete by Q3 Board meeting 2023/24) Complete
C2	<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	31 October 2023. Complete

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

Code Principle		Actions	Deadline

5. Directors' Actions

Code Principle		Actions	Deadline/Status
A10	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 Complete

6. Board Secretarial Actions

Code Principle		Actions	Deadline
A1	Every college and regional strategic body must be governed by an effective board that is collectively responsible for setting, demonstrating and upholding the values and ethos of the organisation.	Board Secretary to define Terms of reference for Board.	Q1 Board of Management meeting AY 2023/24. 1 Action Complete.
A2	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. Complete
A10	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. Complete
B1	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.	Board Secretary to provide current information on student Directors.	Complete
B2	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.

C15	The Audit Committee must promptly pursue recommendations arising from audit reports and must monitor their implementation.	Board Secretary to ensure provision of monitoring reports to Audit Committee on agreed actions.	Complete
C21	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 Amended Terms of Reference approved in June 2023 demonstrated this.
D17	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. Complete