

Human Resources and Remuneration Committee Meeting, Quarter 3, 2023-2024

Wed 7 February 2024, 16:00 - 16:45

Attendees

Chair

- David Sandison (Interim Chair of the Board of Management, Interim Chair of Search and Nominations Committee)

Prescribed Board Members

- Karen Hall (Chair of Learning, Teaching, and Research Committee)

Other Board Members

- Graeme Howell (Senior Independent Member)
- Absent: Mason Robbins (Independent 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

- Lauren Doughton (Interim Chair of Audit Committee)

Meeting minutes

1. Welcome, Apologies, and Announcements

Mr Sandison (Interim Chair of the Board of Management) welcomed everyone to the meeting.

Apologies were received from Doctor Doughton (Interim Chair of Audit Committee).

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 members of the Committee to review the Non-Confidential minutes of the previous meeting. The Interim Chair of the Board of Management asked members of the Committee to review the Confidential minutes of the previous meeting that pertained to Human Resources. The Interim Chair of the Board of Management asked members of the Committee to review the Confidential minutes of the previous meeting that pertained to Remuneration.

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

Decision: The Committee approved the Confidential minutes that pertained to Human Resources as a true and accurate record of the previous meeting.

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

4. Matters Arising

The Committee reviewed the actions from the previous meeting, noting that, with the exception to those actions listed below, all such actions were either completed or were to be resolved as part of the agenda.

Action: Mx Sierocinski King (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.

Action: The Board Secretary shall, via correspondence diplomatically remind any remaining Independent Directors to complete the remuneration training module.

Action: Mr Sandison (Interim Chair of the Board of Management) 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.

5. Terms of Reference

Noted: The Terms of Reference were noted.

Action: The Board Secretary shall delete "Angela Sutherland" from the Terms of Reference and replace with "Samuel Wyeth."

Matters for Decision

7. Dependants Leave Policy

Mrs MacDonald (HR and OD Lead) introduced the policy. The Committee discussed the policy.

Action: The HR and OD lead shall add a reference to the Adverse Weather Policy, within the Dependants Leave Policy.

Action: The Senior Management Team shall take the amended Dependents Leave Policy to LNCC.

Action: The Senior Management Team shall, after LNCC, return Dependents Leave Policy to the Committee for final approval.

Regular Updates

9. National Bargaining and Industrial Action

Professor Lewis (Principal) updated the Committee on the national meetings. She confirmed that both Trade Unions had balloted members and successfully obtained a mandate for strike action. She added that EIS-Fela also had obtained a mandate for Action Short of Strike (ASOS). The Principal informed the Committee that GMB had put the pay offer to members, who in turn, had voted to accept the pay offer, while other Trade Unions, had yet to ballot their members upon the pay offer presented.

The Principal informed the Committee of the approach of NESCol to the ASOS results-withholding action of last academic year to deduct pay. She confirmed that any ASOS action of withholding results this academic year, will result in the withholding of pay if it is repeated this academic year. She also discussed the other options that were discussed at the Employers Scotland meeting.

The Committee discussed the matter further.

Action: The Principal is to raise the topic of National Bargaining and Industrial Action, further for information to the Board of Management at the Board workshop on 17th February, with a specific reference to the possibility of ASOS by Trade Union's and the corresponding response of management.

Papers for Information and Discussion

11. TOIL and Flexi Policy Proposal

Ms MacDonald (HR and OD Lead) confirmed that the policy had passed through LNCC.

12. Disability Confident Application

Ms MacDonald (HR and OD Lead) confirmed to the Committee that Shetland UHI had achieved recognition, and that Shetland UHI has a three-year to progress to the next level of recognition.

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

Ms MacDonald (HR and OD Lead) updated the Committee on the policy table, and confirmed that the legislative change for flexible working, was already incorporated into Shetland UHI's flexible working policy.

Internal Committee Matters

15. Committee training

No update could be made on this matter due to the levels of attendance by committee members.

16. Chair and Vice-Chair

The Committee discussed the recruitment for the role of Chair of Human Resources and Remuneration Committee, and the recruitment for the role of Vice-Chair of Human Resources and Remuneration Committee. Mr Sandison (Interim Chair of the Board of Management) confirmed that he had not identified a potential post-holder for the role of Chair of Human Resources and Remuneration Committee. No further update was made with regards to the role of Vice-Chair of Human Resources and Remuneration Committee.

Concluding Matters

17. Any Other Business

There was no further business.

18. Date of Next Meeting

The date of the next meeting is 22nd May 2024

Agenda Item	Action	Responsible	Progress
4	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.	Mx Sierocinski King (Board Secretary)	Complete
4	Via correspondence diplomatically remind any remaining Independent Directors to complete the remuneration training module.	Board Secretary	Ongoing
4	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.	Mr Sandison (Interim Chair of the Board of Management)	Ongoing

5	Delete "Angela Sutherland" from the Terms of Reference and replace with "Samuel Wyeth."	Board Secretary	Complete
7	Add a reference to the Adverse Weather Policy, within the Dependents Leave Policy.	HR and OD lead	
7	Take the amended Dependents Leave Policy to LNCC.	Senior Management Team	
7	After LNCC, return Dependents Leave Policy to the Committee for final approval.	Senior Management Team	
9	Raise the topic of National Bargaining and Industrial Action, further for information to the Board of Management at the Board workshop on 17th February, with a specific reference to the possibility of ASOS by Trade Union's and the corresponding response of management.	Principal	Complete