

# Human Resources and Remuneration Committee, Quarter 1, 2024-2025

Wed 4 September 2024, 16:30 - 18:30

Teams

## Attendees

### Chair

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

### Prescribed Board Members

- Claire Christey (Chair of Audit Committee)
- Graeme Howell (Interim Vice Chair of the Board of Management, Interim Chair of Finance and General Purposes Committee, Senior Independent Member)
- Karen Hall (Chair of Learning, Teaching, and Research Committee)

### Other Board Members

- Mason Robbins (Vice Chair of Audit Committee)

### Ex-Officio

- Jane Lewis (Principal - Shetland UHI)

### Management Team Member

- Kathy MacDonald (HR and OD Lead)

### Staff In Attendance

- Matt Sierocinski King (Board Secretary)
- Laura Burden (Depute Principal Tertiary)
- Andrew Anderson (Head of Section)

### Apologies

- Mark Green (Independent Director)
- Amanda Hawick (Independent Director)

## Meeting minutes

### Opening Items

#### 1. Welcome, Apologies, and Announcements

Mr Sandison (Interim Chair of Human Resources and Remuneration Committee) welcomed everyone to the meeting. The apologies were noted as above.

## 2. \*Terms of Reference

**Noted:** The Committee noted the Terms of Reference.

## 3. Declarations of Interest

Ms Hall (Chair of Learning, Teaching, and Research Committee) declared in interest as she has a close connection with a staff member of UHI Shetland.

Mr Howell (Vice-Chair of the Board of Management) joined the meeting during this agenda item.

## 4. Minutes of the Previous Meetings

### 4.1. Extraordinary Meeting

Mr Sandison (Interim Chair of Human Resources and Remuneration Committee) asked the members of the Committee to review the Confidential minutes of the Extraordinary Meeting of the Committee for matters of accuracy. The Interim Chair of Human Resources and Remuneration Committee asked the members of the Committee to review the Confidential minutes of the Extraordinary Meeting of the Committee for matters of accuracy.

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

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

### 4.2. Quarter 4 Meeting

Mr Sandison (Interim Chair of Human Resources and Remuneration Committee) asked the members of the Committee to review the Confidential minutes on HR matters of the Quarter 4 Meeting of the Committee for matters of accuracy. The Interim Chair of Human Resources and Remuneration Committee asked the members of the Committee to review the Non-Confidential minutes of the Quarter 4 Meeting of the Committee for matters of accuracy. The Interim Chair of Human Resources and Remuneration Committee asked the members of the Committee to review

the Confidential minutes on Remuneration matters of the Quarter 4 Meeting of the Committee for matters of accuracy.

**Decision:** The Committee approved the Non-Confidential minutes as a true and accurate record of the Quarter 4 meeting of the Committee.

**Decision:** The Committee approved the Confidential minutes on HR matters as a true and accurate record of the Quarter 4 meeting of the Committee.

**Decision:** The Committee approved the Confidential minutes on Remuneration matters as a true and accurate record of the Quarter 4 meeting of the Committee.

## 5. Matters Arising

**Action:** Mx Sierocinski King (Board Secretary) shall, via correspondence, diplomatically remind any, remaining Independent Directors to complete the remuneration training module.

**Action:** The Interim Chair of the Board of Management shall 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.

**Action:** Members of the Committee shall let the HR and OD Lead know if they felt Shetland UHI was missing any HR Policies from the list provided.

**Action:** Mr Howell (Vice Chair of the Board of Management) shall forward the Fair Work self-assessment links to the Senior Management Team

**Action:** The Board Secretary shall send links to the remuneration training to members of the Committee who have yet to complete it.

## Closing Items

### 12. Any Other Business

Mx Sierocinski King (Board Secretary) asked if all members could sign the written resolution with regard to the articles.

### 13. Dates of Next Meetings

The dates of the next meetings are:

- Q2: Wednesday 20th November at 16:30 on Teams
- Q3: Wednesday 12th February at 16:30 on Teams
- Q4: Wednesday 14th May at 16:30 on Teams

<b>Agenda Item</b>	<b>Action</b>	<b>Responsible</b>	<b>Progress</b>
5	Via correspondence, diplomatically remind any, remaining Independent Directors to complete the remuneration training module.	Mx Sierocinski King (Board Secretary)	
5	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 of the Board of Management	
5	Let the HR and OD Lead know if they felt Shetland UHI was missing any HR Policies from the list provided.	Members of the Committee	
5	Forward the Fair Work self-assessment links to the Senior Management Team	Mr Howell (Vice Chair of the Board of Management)	
5	Send links to the remuneration training to members of the Committee who have yet to complete it.	Board Secretary	