

# UHI Shetland Human Resources and Remuneration Committee Meeting, Quarter 2, 2024-2025

Wed 20 November 2024, 16:30 - 18:30

Teams

## Attendees

### Chair

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

### Prescribed Board Members

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

### Other Board Members

- Mason Robbins (Vice Chair of Audit Committee)
- Mark Green (Independent Director)
- Selina-May Miller (Non-Teaching Staff Director)
  
- Absent: Amanda Hawick (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

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

## Meeting minutes

### Opening Items

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

Mr Sandison (Interim Chair of the Board of Management) welcomed everyone to the meeting. He extended particular warm welcoming comments to Mr Green (Independent Director) and Ms Miller (Non-Teaching Staff Director) as it was their first meeting of the Committee.

## 2. \*Terms of Reference

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

## 3. Declarations of Interest

Mr Sandison (Interim Chair of the Board of Management) asked members to declare if they had any conflict of interest with items on the agenda. No such declarations were made.

## 4. Minutes of the Previous Meeting

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

**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 as a true and accurate record of the previous meeting.

## 5. Matters Arising

Mx Sierocinski King (Board Secretary) suffered technical challenges at this point of the meeting. As a result, Professor Lewis (Principal) Jane went through the matters arising. The remaining actions are detailed below.

**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) 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:** 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

There was no additional business.

### 13. Dates of Next Meetings

The dates of the next meetings are:

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

Agenda Item	Action	Responsible	Progress
5	Via correspondence, diplomatically remind any, remaining Independent Directors to complete the remuneration training module.	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.	Mr Sandison (Interim 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	