

UHI | INVERNESS

MINUTES of the MEETING of the HUMAN RESOURCES COMMITTEE held via Microsoft Teams on Thursday 14 September 2023

- PRESENT:** Innis Montgomery, Chris O’Neil, Sally Blyth, Donald MacKenzie, Mark Sheridan.
- CHAIR:** Innis Montgomery
- APOLOGIES:** Gillian Galloway
- ATTENDING:** Vice Principal – Operations and External Relations
Vice Principal – Student Experience and Quality
HR Manager
Professional Development Manager
Governance Officer
Mandy Armstrong, Anderson Strathern
- OBSERVER:** Ludka Orłowska-Kowal

The Governance Officer confirmed that this meeting was quorate.

The Chair welcomed everyone to the meeting and introductions were made.

There were no declarations of interest, statements of connections or transparency statements noted.

1. MINUTES

a.) Minutes of the Meeting of the Human Resources Committee held on 22 June 2023

Decision: The Minutes of the Human Resources Committee held on 22 June 2023 were **AGREED** as a correct record and were **APPROVED**.

b.) Confidential Note (CN-HR01-062023) of the Human Resources Committee held on 22 June 2023

Decision: The Confidential Note (CN-HR01-062023) of the Human Resources Committee held on 22 June 2023 was **AGREED** as a correct record and was **APPROVED**.

c.) Confidential Note (CN-HR02-062023) of the Human Resources Committee held on 22 June 2023

Decision: The Confidential Note (CN-HR02-062023) of the Human Resources Committee held on 22 June 2023 was **AGREED** as a correct record and was **APPROVED**.

2. OUTSTANDING ACTIONS

- Shared Finance Service – In respect of the procurement of the integrated HR and Payroll System, the Principal advised the Committee that this process was still being undertaken by the relevant partners within the organisation. The Principal provided the Committee with a confidential update in respect of the Shared Finance Service (CN-HR01-092023).
- Employment Law Update – The Vice Principal – Student Experience and Quality advised that gender would feature as part of the EDI Committee.
Decision: It was **AGREED** that this item could be removed from the list.

3. REVIEW OF SUB STRATEGY – TALENT MANAGEMENT STRATEGY

The Vice Principal – Operations and External Relations advised that the Committee had been presented with a progress update and timeline on the Talent Management Strategy. The Committee noted that since then our strategic plan has been audited and the auditors had highlighted the need for annual review of

the strategy and sub-strategies. The Committee was advised that a document has been put in place which allows those responsible for delivering sub-strategies to provide an update on the progress being made. The Vice Principal – Operations and External Relations provided the Committee with a view of this document advising that all objectives and action points within the various strategies were listed and subject to rag rating. The Committee noted that the KPI Matrix would also be monitored monthly in respect of the sub-strategy objectives.

The Committee welcomed this methodical and analytical approach.

The HR Manager joined the meeting.

Action: Board members will be given access to the strategy review document.

4. PROFESSIONAL DEVELOPMENT UPDATE

The Professional Development Manager spoke to her report which provided the Committee with a brief overview of the initiatives being undertaken this semester including:

- The programme of development for Depute Curriculum Leaders and new Curriculum Quality Leads. The Committee noted that these were new roles that were developed for existing members of staff which did not incur any additional costs.
- A one-day programme of training on all aspects of Student Support.
- Support being provided to Lecturers who require to register with the GTCS and the work which is being undertaken in partnership with the HR Department to assist staff with the appropriate paths to registration. The Committee noted that this process has seen good engagement for those who have yet to apply for their registration.
- Staff Learning Hub.
- Research Pathways for Staff and looking at ways to engage staff with research including the development of the enquiring minds scheme.

The Committee welcomed the different opportunities being provided to staff and praised the research piece which aims to change the dynamics around the expectations and ambitions of how to build research into our work.

The Committee thanked the Professional Development Manager for this update.

5. TALENT MANAGEMENT UPDATE

The Professional Development Manager advised the Committee that previous updates on the Talent Management Strategy had been from the perspective of the HR Team and the areas which they are developing. The Committee noted that this report provided an update on the two areas being developed by the Professional Development Team. The Committee was advised that using the RAG systems the two areas have been broken down into objectives in respect of:

- The corporate induction process
- Learning and Teaching Induction.
- Links to the Professional Development Policy and the PRD procedure.
- Supporting staff to undertake additional qualifications to enhance their own learning and professional development.
- Digital transformation.

The Committee welcomed this update and enquired as to how these elements would be reviewed, noting that this will be subject to a continual review process.

The Committee enquired as to why the first activity listed under objective 3 was amber status rather than green and noted that we are waiting until staff are able to be offered a face-to-face element and that once this final element is in place the rating will move to green.

Donald MacKenzie left the meeting.

The Committee thanked the Professional Development Manager for this update.

The Professional Development Manager left the meeting.

6. FAIR WORK – EMPLOYER SUPPORT TOOL

The HR Manager provided the Committee with the background to the Fair Work Employer Support Tool and outlined the 5 dimensions to the tool. The Committee was advised that we had been asked to complete the questionnaire via the support tool and that the report from this had been attached as an appendix to the Committee.

The Committee noted that across the dimensions organisations can score between 1-5. The Committee was advised that our results averaged 4-4.5.

The Committee noted the HR Department found this a helpful exercise and would consider undertaking this again in a years' time to understand and evaluate our progress.

7. STAFF CONSULTATIVE FORUM

The Committee held a confidential discussion in respect of a Staff Consultative Forum and were provided with an update on Actions Short of Strike and Strike Action (CN-HR02-092023).

8. CONFIDENTIAL HR UPDATE

Mandy Armstrong, Anderson Strathern joined the meeting.

The Committee were provided with a confidential update in respect of an HR matter (CN-HR03-092023).

Mark Sheridan joined the meeting.

Mandy Armstrong, Anderson Strathern left the meeting.

- 9. NATIONAL BARGAINING/JOB EVALUATION**
- 10. HUMAN RESOURCES – QUARTER 4 REPORT 2022/23**
- 11. EXTERNAL SUPPORT ANNUAL REPORT**
- 12. FEEDBACK FROM COMMITTEE AND CHAIR EVALUATIONS**

The Chair advised that as a result of some lengthy discussions, there was not sufficient time to discuss the above reports and that pending no queries on these reports they would be taken as read.

13. AOCB

The Chair of the Board of Management took this opportunity to provide thanks the Governance Officer for her work over the past 3 years.

14. DATE OF NEXT MEETING – Thursday 16 November 2023 at 08.30am.

Signed by the Chair:



Date: 16-11-2024