

# UHI | INVERNESS

Meeting	Human Resources Committee
Date and time	Thursday 09 June 2022 at 8.30 a.m.
Location	Hybrid Meeting In Person – Room 205, Inverness Campus Virtually – via Microsoft Teams

Board Secretary

02 June 2021

## AGENDA

### Welcome and Apologies

**Declaration of Interests and/or any Statement of Connections or Transparency Statements.**

## ITEMS FOR DECISION

1. **MINUTES**
  - a) Meeting of the Human Resources Committee held on 10 March 2022
  - b) Confidential Note CN-01HC-032022 of the Human Resources Committee held on 10 March 2022
2. **OUTSTANDING ACTIONS**  
Action List
3. **POLICIES FOR APPROVAL**
  - a) Leaving UHI Inverness Policy
  - b) Staff Code of Conduct Policy
  - c) Supporting Probation Policy
  - d) Staff Recruitment and Selection Policy

## ITEMS FOR DISCUSSION

4. **TALENT MANAGEMENT REPORT**  
Report by HR Manager
5. **NATIONAL BARGAINING / JOB EVALUATION**  
Report by HR Manager
6. **REPORT TO COMMITTEE ON CONFIDENTIAL HR MATTER**  
Verbal Update by Assistant Principal – Operations and External Relations
7. **SHARED SERVICE FINANCE**

Report by HR Manager

8. **PROFESSIONAL DEVELOPMENT UPDATE**  
Report by Professional Development Manager
9. **HUMAN RESOURCES – QUARTER 3 REPORT 2021/22**  
Report by HR Manager
10. **EMPLOYMENT LAW UPDATE**  
Update from Anderson and Strathern
11. **COMMITTEE AND CHAIR EVALUATION**  
Report by Board Secretary

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**ITEMS FOR NOTING**

12. **EMPLOYEE RELATIONS - CONFIDENTIAL**
  - a) Minutes of the Meeting of the JCC held on 18 January 2022
  - b) Minutes of the Meeting of the JCC held on 08 March 2022
13. **AOCB**
14. **DATE OF NEXT MEETING – 22 September 2022**

If any member wishes to add an item of business to the Agenda, please inform the Chair and the Board Secretary as soon as possible. Additional items of business will only be considered for inclusion in the agenda in advance of the start of the meeting.



## **Board of Management**

### **MINUTES of the MEETING of the HUMAN RESOURCES COMMITTEE held via Microsoft Teams on Thursday 10 March 2022**

- PRESENT:** Innis Montgomery, Chris O'Neil, Sally Blyth, Samantha Cribb, Gillian Galloway, Jane Rhodes
- CHAIR:** Innis Montgomery
- APOLOGIES:** Professional Development Manager
- ATTENDING:** HR Manager  
Assistant Principal – Student Experience and Quality  
Assistant Principal – Operations and External Relations  
Board Secretary  
Robin Turnbull, Anderson Strathern
- OBSERVER:** Dee Bird

The Chair welcomed everyone to the meeting and introduced the new members.

There were no declarations of interest noted.

#### **1. MINUTES**

The Chair highlighted an omission within the minutes of the meeting held on 11 November 2021 where the date of the next meeting within item 15 had been excluded.

**Decision:** Pending the above amendment; the Meeting of the Human Resources Committee held on 11 November 2021 was **AGREED** as a correct record and was **APPROVED**.

#### **2. OUTSTANDING ACTIONS LIST**

- Board Induction Training – The Board Secretary advised that the new induction pack would be updated and inductions for new members of the Board of Management would be carried out within April 2022.
- Employee Relations – the Principal provided the Committee with a verbal update advising that an offer of Health and Safety training for union representatives had been raised during the JCC. The Committee noted that this offer will be further promoted to union representatives.

#### **3. TALENT MANAGEMENT REPORT**

The HR Manager provided the Committee with a verbal update on our Talent Management Framework highlighting that:

## Item 01a.

- Our HR Consultant has prepared the Talent Management Strategy.
- Succession planning will be prioritised within the strategy.
- A contractual probationary period has been prepared for all new employees and will be introduced to identify potential talent at the earliest opportunity.
- Staff will be able to utilise the UHI Coaching Toolkit.

The Committee noted that these initiatives will now commence the approval and consultation process, with a view to concluding this by the end of this academic year.

The Committee questioned the linkage between the contracted probationary periods and succession planning within the Framework and the HR Manager advised the Committee that this would sit behind the mechanisms which will be in place to support members of staff and that by managing this at the very first stages of employment that we will be able to recognise talent early within a supportive framework.

**Action:** The Assistant Principal – Operations and External Relations will provide the Committee with a copy of the Talent Management Framework presentation.

The Committee discussed the 6 key focuses which sit behind the Talent Management Framework with the HR Manager highlighting that the induction and engagement area of the framework will drive our succession planning and will play an important part in identifying staff needs. The Committee welcomed the proactive approach this framework and the Distributed Leadership Model will bring to the College.

#### 4. NATIONAL BARGAINING/JOB EVALUATION

##### National Bargaining

The HR Manager spoke to her report providing the Committee with an update on the latest developments in pay and conditions in relation to national bargaining in respect of Academic Staff Pay Claim 2021/22, the EIS/FELA pay dispute and the Professional Services Staff Pay Claim 2021/22.

The Committee discussed the reasons behind the rejection of the national bargaining offers, noted the dates which any pay claim would be backdated to, the potential for industrial action and the amount which had been budgeted for in respect of pay increases.

The Committee discussed the sector wide considerations with regards declining student numbers, declining demographic and the prospect of compulsory redundancies and noted that Inverness College are continuing to develop our work-based learning offering and our Curriculum Plan review to combat the impact of these sector wide concerns.

##### Job Evaluation

## Item 01a.

The HR Manager provided the Committee with a background to the National Job Evaluation Process highlighting the expected timescales for completion of first and second scoring was December 2021.

The Committee was advised that the Project Team are currently working with the Job Evaluation Working Group to conduct the final quality assurance checks prior to presenting the outcomes from the evaluation process to College HR Departments.

The Committee noted that there has been a delay to ranking being released due to final quality checks being completed. The Committee was advised that no update on timescales had been provided to the Sector.

### 5. HYBRID WORKING

The Assistant Principal – Operations and External Relations advised the Committee that we have now rolled out our Hybrid Working pilot which commenced on 28 February 2022. The Committee noted that this pilot had been developed and published in May 2021 but that the roll out had been delayed due to the successive variants of Covid-19 and the ongoing guidance from the Scottish Government on Working from Home.

The Committee noted that a Working Group has been set up to support the roll out of the pilot and that this group will contribute to how we make better use of our Estate.

The Committee discussed how the sector is addressing hybrid working, the impact on staff mental health both in respect of working from home and returning to Campus, the impact of hybrid working on the student experience and prospective changes to the estates and impact to capital budgets.

*Dee Bird left the meeting.*

*Jane Rhodes left the meeting.*

The Committee welcomed Manager's ability to set the parameters and expectations for their team and noted the aim of 30% occupancy in the upcoming months.

The Committee commended this thorough piece of work and gave their thanks to the Assistant Principal – Operations and External Relations, the HR Manager, and the HR Team for all their work on the pilot.

*Dee Bird joined the meeting.*

### 6. REPORT TO COMMITTEE ON CONFIDENTIAL HR MATTER

A confidential discussion on a HR matter took place (CN-01HC-032022).

### 7. SHARED FINANCE SERVICE

The HR Manager spoke to her report providing the Committee with an update on the Shared Finance Service highlighting:

- The development of the shared finance service model.
- The appointment of two senior roles within the finance team namely the Assistant Principal – Finance and Audit and the Finance Manager.
- The next phase of changes with 4 posts having been newly evaluated based on the updated job descriptions and role responsibilities. The Committee noted that these roles were subject to JCC consultation and was advised that in November 2021 formal JCC meetings were convened to commence consultation with local support staff Trade Union Representatives at both Colleges. The Committee noted that during November and December 2021 open finance team meetings were convened with all Shared Service Finance Staff from both Colleges and local Trade Union representatives in attendance.
- That following interviews we have appointed to the roles of Shared Service Accountant, Shared Service Finance Team Leader, and Shared Service Payroll Team Leader.
- That job descriptions for the Senior Finance Assistants, Finance Assistants and Trainee Finance Assistant have been developed and have been subject to discussions within Staffing Resource Panel meetings. The Committee noted that following completion of the job descriptions these roles will then be subject to job evaluation.

The Committee was provided with an update in respect of a formal dispute which had been raised by unions in relation to this matter and noted that as we have sought legal advice and followed this advice that there has been no failure to consult on the development of the Shared Finance Service and that there has been no reduction in the number of roles and no redundancies are planned as part of this process. The Committee noted that the Chair of the Board of Management has been involved in meetings with the unions over this issue and has reiterated our commitment to working with unions to agree this process.

The Audit Chair provided the Committee with an update to the observations made during the private session with the External Auditors on 08 March 2022 which had raised concerns with regards the resources available within the Finance Team and the pressure which senior members of the team were under. The Committee welcomed that the final stages of this process had begun and noted the importance of the Shared Finance Service to both Colleges but again highlighted their concerns over capacity within the service.

**Action:** A meeting with the Chair of the Board of Management, Audit Chair, Finance and General Purposes Chair and Principal to be set up to further assess the role of the Shared Finance Service and further convergence work.

### 8. EMPLOYMENT LAW UPDATE

*Robin Turnbull joined the meeting.*

The Committee welcomed Robin Turnbull, Anderson Strathern who provided them with an employment law update highlighting:

- Intended legislative updates with regards workplace harassment.
- Intended legislative updates to the UK Employment Bill.
- The UK and Scottish Government paths towards 'living with Covid-19.
- Extension of right to work checks being carried out remotely.
- Changes to the national minimum wage and national living wage.
- Increases to compensatory awards and redundancy payments.

*Robin Turnbull left the meeting.*

### 9. PROFESSIONAL DEVELOPMENT UPDATE

The Assistant Principal – Student Experience and Quality spoke to the Professional Development Manager's report providing the Committee with an update on:

- Support for professional learning and qualifications; highlighting the increase in applications for funding to attend short courses and conferences.
- The launch of a new Learning and Teaching Induction programme which now includes a focus on digital pedagogy.
- Delivery of the PDA Teaching Practice in Scotland's Colleges and the new UHI TQFE.
- Registration of lecturers with General Teaching Council Scotland (GTCS). The Committee was advised that a UHI GTCS validation event took place in November 2021 and that whilst GTCS commended us on several aspects the overall feedback to UHI included several requirements which have yet to be clarified. The Committee noted that we continue to seek a positive outcome as part of the UHI verification process.
- The re-launch of the Learning and Teaching Review programme.
- Scottish Mental Health First Aid training.
- Digital Skills Training Survey.

The Committee noted that the Professional Development Team had begun to design the Annual Staff Conference Programme.

The Committee congratulated the Professional Development Team on the progress which has been made within the second quarter.

### 10. HUMAN RESOURCES – QUARTER 2 REPORT 2021/22

The HR Manager spoke to her report which provided the Committee with qualitative analysis of the key HR measures surrounding staff turnover, headcount and FTE, leavers, starters, staff changes, PRD completion and absence.

**11. MENTAL HEALTH SERVICES UPDATE**

The HR Manager advised the Committee that staff can now access additional mental health support from Able Futures.

*Dee Bird left the meeting.*

**12. EMPLOYEE RELATIONS – CONFIDENTIAL**

The Committee noted the contents of the minutes of the meeting of the JCC held on 09 November 2021 and the EDIC held on 30 November 2021.

**13. DATE OF NEXT MEETING – Thursday 09 June 2022 at 08.30am.**

**Signed by the Chair:** \_\_\_\_\_

**Date:** \_\_\_\_\_



### Outstanding Actions

<b>September 2020</b>			
Board Induction Training	The Board Secretary will update the induction pack and begin inductions for all members of the Board of Management	Board Sec	April 2022
<b>March 2022</b>			
Shared Finance Service	A meeting of the Chair of the BOM, Audit Chair, F&GP Chair and Principal to be set up to further assess the role of the Shared Finance Service and further convergence work.	Board Sec	April 2022

Subject/Title:	HR Policies and Procedures
Meeting and date:	HR Committee, Thursday 09 June 2022
Author:	Nicola Quinn
Decision, Discussion or Noting:	Decision
Link to Strategic Plan:	
Cost implications:	Yes / No <i>(delete as applicable)</i> <b>If yes, please specify:</b>
Risk assessment:	Yes / No <i>(delete as applicable)</i> <b>If yes, please specify:</b> Financial: Operational: Organisational:

**Recommendation(s)**

The HR Committee are asked to approve revisions to the following HR policies:

- **Leaving Inverness College Policy**
- **Staff Code of Conduct Policy**
- **Supporting Probation Policy**

These decisions were made during EMT Forum on Wednesday 01 June 2022.

The documents were approved at Policy and Procedure Review Panel on 11 May 2022 and were tabled with the JCC, for consultation, on 31 May 2022. Additionally, the documents were out for staff consultation from 13 May – 03 June 2022 and approved at EMT Forum on Wednesday 01 June 2022 ahead of the documents progressing to HR Committee and Board of Management.

- **Staff Recruitment and Selection Policy**

This policy was initially brought before the HR Committee in November 2021. Further amendments have been made to the policy following the NJNC Circular.

**Item 03a.**

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Style Definition: Body Paragraphs

# **UHI | INVERNESS**

## **LEAVING INVERNESS COLLEGE POLICY**

**REFERENCE: PL/HR/2019/01**

Policy Owner	<a href="#">Assistant Principal – Operations and External Relations</a>
Lead Officer	HR Manager
Review Officer	HR Business Partner
Date first approved by BoM	2010
First Review Date	December 2011
Date review approved by BoM	17 December 2019
Next Review Date	September 2020
Equality impact assessment	Yes
Further information (where relevant)	

Reviewer	Date	Review Action/Impact
HR Manager	17.12.19	Review approved by BoM

## Item 03a.

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## **Item 03a.**

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### **1. Policy Statement**

The college is committed to the recruitment, development and retention of staff, however it is inevitable that the employment relationship will end at some point whether that be through:

- Staff resignation
- Retirement
- Termination of employment

The purpose of this policy and procedure is to outline the various ways in which staff will leave Inverness College UHI, any actions they are required to undertake and what they can expect.

The College will comply with current legislation and best practice in relation to the policy and associated procedure.

## Item 03a.

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### 2. Legislative framework/related policies

Employment Rights Act 1996  
The Trade Union and Labour Relations (Consolidation) Act 1992  
~~Data Protection Act 2018~~  
The Human Rights Act 1998  
The Collective Redundancies (Amendment) Regulations 2006  
The Equality Act 2010  
~~General Data Protection Regulation~~ General Data Protection  
Regulations (GDPR) 2018

Protection of children and vulnerable adults policy  
Data protection policy  
Staff Disciplinary policy  
Staff Grievance policy  
~~Attendance Management~~ Promoting Attendance policy  
Staff Code of Conduct  
~~Staff Redundancy Policy and Procedure.~~  
Staff PVG Procedure

### 3. Scope

Leaving Inverness College policy applies to all core staff.

### 4. Compliance

This policy and procedure must be complied with and it will be audited regularly with reports going to the appropriate committee.

### 5. Monitoring

Each college policy will be monitored and its implementation evaluated. Appropriate procedures for monitoring and evaluation are the responsibility of the lead officer. These procedures will be subject to audit by the Quality Unit.

Further monitoring by the Executive Management Team and the Board of Management ~~the~~ HR committee in respect of KPI reports i.e. staff turnover. Further analysis provided in respect reasons for leaving and analysis of exit interviews.

## Item 03a.

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### 6. Review

The Policy and Procedure will be reviewed every 3 years or sooner, to continue to meet College requirements and any legislative framework changes, and to ensure currency of content.

- ~~7. College will review the policy bi-annually in September to ensure it continues to meet College requirements and any new legislative~~

## Item 03b.

# UHI | INVERNESS

## STAFF CODE OF CONDUCT POLICY

REFERENCE: PL/HR/2020/002

Lead Officer	Assistant Principal -Operations and External Relations
Review Officer	HR Manager
Date first approved by BoM	15 December 2008
First Review Date	28 March 2011
Date review approved by BoM	06 October 2020
Next Review Date	October 2023
Equality impact assessment	Yes
Further information (where relevant)	

Reviewer	Date	Review Action/Impact
HR Manager	28.03.11	Reviewed by BoM
HR Manager	01.06.17	Reviewed by BoM HR Committee
HR Manager	06.10.20	Reviewed by BoM - Approved



## **Item 03b.**

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## Item 03b.

### 1. Policy Statement

Employees are required to work to the best of their ability and always try to promote and develop the business of the College and its interests generally. This Staff Code of Conduct incorporates existing policies, regulations and conditions of service and provides further guidance on the minimum standards of conduct expected of College employees. The Code stands beside but does not, of course, exclude or replace an employee's rights and responsibilities under legislation or under the implied terms of the employment contract: its purpose is to provide clear and helpful advice.

Observance of the terms and requirements of this Code will help to ensure that an employee's relationship with the College is successful and productive. As a member of College staff, employees are expected to conduct themselves with integrity, impartiality and honesty.

Line Managers are responsible for ensuring employees within their team are aware of all relevant policies and procedures and of this Code of Conduct. All employees are responsible for familiarising themselves with College policies, procedures, standards, and for observing them.

A breach of the Code may result in disciplinary action in accordance with the College's Staff Disciplinary Procedure.

## Item 03b.

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### 2. Legislative framework/related policies

- 2.1. The Public Interest Disclosure Act 1998
- 2.2. The General Data Protection Regulations
- 2.2. The Data Protection Act 2018
- 2.3. The Freedom of Information Act 2000
- 2.11. The Sexual Offences Act 2003
- 2.12. The Sexual Offences Act (Scotland) 2009
- 2.13. The Smoking, Health & Social Care (Scotland) Act 2005
- 2.14. The Human Rights Act 1998
- 2.15. The Health & Safety at Work Act 1974
- 2.16. The Bribery Act 2010
- 2.17. The Equality Act 2010
- 2.18. Staff Disciplinary Policy
- 2.19. Staff Grievance Policy
- 2.20. Staff Recruitment & Selection Policy
- 2.22. IC Finance Regulations
- 2.23. Public Interest Disclosure Policy
- 2.24. Health & Safety Policy
- 2.25. IC University Partnership – Information Security Acceptable Use Policy
- 2.26. Link to General Teaching Council for Scotland (GTCS) – Professional Standards and Code of Professionalism and Conduct (CoPAC) for lecturers:  
[Professional Standards and Code for Lecturers - The General Teaching Council for Scotland \(gtcs.org.uk\)](https://www.gtcs.org.uk)

### 3. Scope

- 3.1. The Code of Conduct applies to all staff of Inverness College. There is a separate Code of Conduct which applies to members of the Board of Management. Reference to this policy should also consider the IC University Partnership – Information Security Acceptable Use Policy.

### 4. Compliance

- 4.1. This policy must be complied with and will be audited regularly with reports going to the appropriate committee.

### 5. Monitoring

- 5.1. Each college policy will be monitored and its implementation evaluated. Appropriate procedures for monitoring and evaluation are the responsibility of the lead officer. These procedures will be subject to audit by the Quality Unit.

## **Item 03b.**

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### **6. Review**

- 6.1. The Code of Conduct Policy and Procedure will be reviewed every 3 years or sooner, to continue to meet College requirements any legislative framework changes, and to ensure currency of content.

## Item 03c

# UHI | INVERNESS

## SUPPORTING PROBATION POLICY

**REFERENCE: (to be inserted by Quality Team)**

Policy Owner	Assistant Principal, Operations and External Relations
Lead Officer	HR Manager
Review Officer	HR Business Partner
Date first approved by BoM	
First Review Date	
Date review approved by BoM	
Next Review Date	
Equality impact assessment	
Further information (where relevant)	

Reviewer	Date	Review Action/Impact

## Item 03c

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## Item 03c

### 1. Policy Statement

UHI Inverness recognises that a supportive and developmental probation process is vital in providing the appropriate level of support and training for new members of staff on commencement of their employment

The contractual probation period ensures the performance of new UHI Inverness employees is monitored regularly in the first months of their employment, with problems addressed at an early stage and any potential inability to meet the requirements of the role recognised as early as possible and any remedial action taken promptly.

All newly appointed staff will be subject to an agreed period of probation - normally six months.

### 2. Legislative framework/ related policies

- 2.1. Employment Rights Act 1996
- 2.2. Equality Act 2010
- 2.3. Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 (SI 2000/1551)
- 2.4. Staff Contract of Employment
- 2.5. Staff Flexible Working Policy and Procedure.
- 2.6. Staff Code of Conduct Policy and Procedure
- 2.7. Maternity and Parenting Policy and Procedure
- 2.8. General Data Protection Regulations (2018)
- 2.9. Staff Disciplinary Policy and Procedure
- 2.10. Promoting Attendance Policy and Procedure
- 2.11. Professional Review and Development Policy and Procedure

### 3. Scope

- 3.1. This Policy applies to all newly appointed directly employed employees at UHI Inverness which includes the EMT.
- 3.2. For fixed-term employees, this Policy should still be applied irrespective of length of contract in recognition of the fact that fixed-term contracts may be extended.
- 3.3. This Policy does not apply to agency staff, supply staff, contractors, or volunteers.
- 3.4. In circumstances where supply staff move to a permanent employment contract, as a result of two years continuous service on supply, this policy does not then apply.

## Item 03c

### 4. Compliance

#### 4.1. HR Department

The HR department is responsible for providing advice, guidance and support to managers and staff in relation to contractual probation management, and for auditing the implementation of the Policy and Procedure.

#### 4.2. Line Managers.

Line managers are responsible for ensuring the consistent and fair application of this Policy and Procedure, obtaining advice and guidance from HR where necessary. The new appointee's line manager will have responsibility for managing the probationary period. In some instances, the line manager's senior manager may review this to ensure consistency in application of criteria, for example, when conducting a meeting to confirm that the probationary period may be extended or concluded.

#### 4.3. Employees

All new appointees are responsible for attending and fully engaging with all review meetings and outcomes when required as part of the probationary process.

### 5. Monitoring

5.1. The Supporting Probation Policy will be monitored, and its implementation evaluated. Appropriate procedures for monitoring and evaluation are the responsibility of the lead officer. These procedures will be subject to audit by the Quality Unit.

5.2. Further monitoring will be provided to the HR Committee in accordance with equality schemes monitoring. Additional analysis will consider aspects such as the effectiveness of support and training

### 6. Review

6.1. This Policy will be reviewed every three years unless a legal change warrants an earlier review.



**Item 03d.**

# UHI | INVERNESS

## Staff Recruitment and Selection Policy

**REFERENCE: PL/HR/2021**

Lead Officer	Assistant Principal - Operations and External Relations
Review Officer	HR Manager
Date first approved by BoM	22 March 2010
First Review Date	01 January 2014
Date review approved by BoM	06 October 2020
Next Review Date	October 2023
Equality impact assessment	11 April 2012
Further information (where relevant)	

Reviewer	Date	Review Action/Impact
HR Manager	26/03/2012	Changes approved at BoM
HR Manager	06/10/2020	Reviewed at BoM - approved

## Item 03d.

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## Item 03d.

### 1. Policy Statement

The College will provide equality of opportunity in the recruitment and selection of vacant posts and ensure applicants are treated on the basis of merit and ability. In doing so the College will promote recruitment and selection practices which do not discriminate on any unfair or unlawful grounds, for example because of sex, race, disability, marital status, sexual orientation, gender reassignment, age, pregnancy or maternity and/or religion or belief.

The purpose of this policy is to:

- Provide a framework which provides a consistent and clear approach to staff recruitment and selection.
- Ensure processes are in place to attract the best possible candidates and determine whether they have the knowledge, skills, attitudes and behaviours to fully undertake the role they are recruited for and in line with organisational culture.
- Develop and encourage a safe and secure working environment within a culture of equality of opportunity for all.
- Support staff through their initial induction period by providing initial and ongoing support that will enable them to understand and embrace organisational culture.
- Provide an environment which allows new staff the opportunity to develop themselves and the functions they are recruited to support.

## Item 03d.

### 2. Legislative framework/related policies

Rehabilitation of Offenders Act 1974  
Rehabilitation of Offenders Act (Exceptions) Order 1975  
Protection from Harassment Act 1997.  
Data Protection Act 2018  
General Data Protection Regulations 2018  
The Human Rights Act 1998  
The Equal Pay Act 1970 (Amendment) Regulations 2003  
The Employment Equality (Age) Regulations 2006  
The Immigration, Asylum and Nationality Act 2006  
UK Borders Act 2007  
The Equality Act 2010  
Protection of Children and Adults at Risk policy & Procedure  
Data Protection Policy  
Relocation and Removal Policy and Procedure  
Policy Secure Handling use Storage Retention of Disclosure Information  
Policy  
Equality Outcomes Mainstreaming Report

Any circular which is issued under the provisions of the National Joint Negotiating Committee is binding on Inverness College UHI as a signatory of the National Recognition and Procedures Agreement.

### 3. Scope

Staff recruitment and Selection policy applies to College vacancy applicants, current employees, recruiting managers, and Human Resources staff.

### 4. Compliance

This policy must be complied with and it will be audited regularly by the Quality unit with reports provided to the appropriate committee.

### 5. Monitoring

The Staff Recruitment and Selection policy will be monitored, and its implementation evaluated. Appropriate procedures for monitoring and evaluation are the responsibility of the lead officer. The procedures will be subject to audit by the College Quality Unit.

Further monitoring will be provided to the HR Committee in respect of KPI reports and in accordance with equality schemes monitoring. Additional analysis will consider aspects such as the effectiveness of advertising, number of applicants, and quarterly diversity monitoring of all applicants and successful starters and leavers.

## **Item 03d.**

### **6. Review**

This Policy will be reviewed every three years unless a legal change warrants an earlier review.

**UHI | INVERNESS**

<b>Subject/Title:</b>	Talent Management
<b>Author:</b> [Name and Job title]	Scott Strachan, HR Consultant
<b>Meeting:</b>	HR Committee
<b>Meeting Date:</b>	09 June 2022
<b>Brief Summary of the paper:</b>	To provide an update to the Committee on Talent Management.
<b>Action requested:</b> [Approval, recommendation, discussion, noting]	Noting and discussion.
<b>Link to Strategy:</b> Please highlight how the paper links to, or assists with::  compliance partnership services <b>risk management</b> strategic plan new opportunity/change	
<b>Resource implications:</b>	Yes / No If yes, please specify:
<b>Risk implications:</b>	Yes / No If yes, please specify: Operational: Organisational:
<b>Equality and Diversity implications:</b>	Yes/No If yes, please specify:

## Item 04

<b>Student Impact:</b>	<b>Experience</b>	Yes/No If yes, please specify:	
<b>Consultation:</b> [staff, students, UHI & Partners, External] and provide detail			
<b>Status</b> – [Confidential/Non-confidential]		<b>Confidential.</b>	
<b>Freedom of Information</b> Can this paper be included in “open” business* [Yes/No]		NO.	
*If a paper should <b>not</b> be included within “open” business, please highlight below the reason.			
Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	<input checked="" type="checkbox"/>
Its disclosure would substantially prejudice the commercial interests of any person or organisation (s33)	Y	Its disclosure would constitute a breach of confident actionable in court (s36)	
Its disclosure would constitute a breach of the Data Protection Act (s38)		Other (Please give further details)	

Further guidance on application of the exclusions from Freedom of Information legislation is available via

<http://www.itspublicknowledge.info/ScottishPublicAuthorities/ScottishPublicAuthorities.asp>  
and [http://www.itspublicknowledge.info/web/FILES/Public\\_Interest\\_Test.pdf](http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf)

**UHI | INVERNESS**

<b>Subject/Title:</b>	National Bargaining
<b>Author:</b> [Name and Job title]	Nicola Quinn, HR Manager
<b>Meeting:</b>	HR Committee
<b>Meeting Date:</b>	09 June 2022
<b>Brief Summary of the paper:</b>	To report on the latest developments in pay and conditions collective bargaining.
<b>Action requested:</b> [Approval, recommendation, discussion, noting]	Noting and discussion.



## Item 05

<b>Link to Strategy:</b> Please highlight how the paper links to, or assists with: compliance partnership services <b>risk management</b> strategic plan new opportunity/change			
<b>Resource implications:</b>	Yes / No If yes, please specify:		
<b>Risk implications:</b>	Yes / No If yes, please specify: Operational: Organisational:		
<b>Equality and Diversity implications:</b>	Yes/No If yes, please specify:		
<b>Student Experience Impact:</b>	Yes/No If yes, please specify:		
<b>Consultation:</b> [staff, students, UHI & Partners, External] and provide detail			
<b>Status</b> – [Confidential/Non-confidential]	<b>Confidential</b>		
<b>Freedom of Information</b> Can this paper be included in “open” business* [Yes/No]	NO		
*If a paper should <b>not</b> be included within “open” business, please highlight below the reason.			
Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	
Its disclosure would substantially prejudice the commercial interests of any person or organisation (s33)	Y	Its disclosure would constitute a breach of confident actionable in court (s36)	
Its disclosure would constitute a breach of the Data Protection Act (s38)		Other (Please give further details)	

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<http://www.itspublicknowledge.info/ScottishPublicAuthorities/ScottishPublicAuthorities.asp> and [http://www.itspublicknowledge.info/web/FILES/Public\\_Interest\\_Test.pdf](http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf)

**UHI | INVERNESS**

<b>Subject/Title:</b>	Shared Service Finance
<b>Author:</b> [Name and Job title]	Nicola Quinn, HR Manager
<b>Meeting:</b>	HR Committee
<b>Meeting Date:</b>	09 June 2022
<b>Brief Summary of the paper:</b>	To provide an update to the Committee on Shared Service Finance.
<b>Action requested:</b> [Approval, recommendation, discussion, noting]	Noting and discussion.

<b>Link to Strategy:</b> Please highlight how the paper links to, or assists with: compliance partnership services <b>risk management</b> strategic plan new opportunity/change	
<b>Resource implications:</b>	Yes / No If yes, please specify:
<b>Risk implications:</b>	Yes / No If yes, please specify: Operational: Organisational:
<b>Equality and Diversity implications:</b>	Yes/No If yes, please specify:
<b>Student Experience Impact:</b>	Yes/No If yes, please specify:
<b>Consultation:</b> [staff, students, UHI & Partners, External] and provide detail	
<b>Status – [Confidential/Non confidential]</b>	<b>Confidential.</b>

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<b>Freedom of Information</b>	NO.		
Can this paper be included in "open" business* [Yes/No]			
*If a paper should <b>not</b> be included within "open" business, please highlight below the reason.			
Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	<input checked="" type="checkbox"/>
Its disclosure would substantially prejudice the commercial interests of any person or organisation (s33)	Y	Its disclosure would constitute a breach of confident actionable in court (s36)	
Its disclosure would constitute a breach of the Data Protection Act (s38)		Other (Please give further details)	

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<b>Subject/Title:</b>	Professional Development update
<b>Author:</b> [Name and Job title]	Fiona Gunn, Professional Development Manager
<b>Meeting:</b>	HR committee
<b>Meeting Date:</b>	09 June 2022
<b>Date Paper prepared:</b>	01 June 2022
<b>Brief Summary of the paper:</b>	<p>This paper provides an update on Professional Development activities for the third quarter of academic year 2021-22 including –</p> <ol style="list-style-type: none"> <li>1. Support for professional learning &amp; qualifications</li> <li>2. Teaching qualifications and fellowships</li> <li>3. Registration of lecturers with General Teaching Council Scotland (GTCS) &amp; validation process</li> <li>4. Enhancement of learning &amp; teaching</li> <li>5. Staff Conference</li> <li>6. Team Development Day</li> </ol>
<b>Action requested:</b> [Approval, recommendation, discussion, noting]	Discussion
<p><b>Link to Strategy:</b> Please highlight how the paper links to, or assists with::</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> compliance</li> <li><input type="checkbox"/> partnership services</li> <li><input type="checkbox"/> risk management</li> <li><input type="checkbox"/> strategic plan</li> <li><input type="checkbox"/> new opportunity/change</li> </ul>	Compliance: Mandatory professional registration of lecturers as set out in the National Joint Negotiating Committee circular 03/18.
<b>Resource implications:</b>	No

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<b>Risk implications:</b>	No <b>If yes, please specify:</b> Operational: Organisational:
<b>Equality and Diversity implications:</b>	No <b>If yes, please specify:</b>
<b>Student Experience Impact:</b>	Yes/No If yes, please specify:
<b>Consultation:</b> [staff, students, UHI & Partners, External] and provide detail	
<b>Status –</b> [Confidential/Non confidential]	Non confidential
<b>Freedom of Information</b> Can this paper be included in “open” business* [Yes/No]	Yes
*If a paper should <b>not</b> be included within “open” business, please highlight below the reason.	
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Its disclosure would substantially prejudice the commercial interests of any person or organisation (s33)	Its disclosure would constitute a breach of confident actionable in court (s36)
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## **Purpose**

This paper provides an update on professional development activities and some of the main developments in the third quarter of academic year 2021-22.

## **Main body of information**

### **1. Support for professional learning & qualifications**

Applications from staff for funding to attend short courses and conferences are gradually increasing as more events become available following Covid related restrictions.

Funding has been provided for staff to attend approximately 110 different external courses and conference so far this academic year.

We continue to support 31 staff to achieve additional qualifications including Degree, Masters and PhD level programmes. 11 new applications for funding to study in 2022/23 have now been received.

### **2. Teaching qualifications and fellowships**

#### **2.1 PDA *Teaching Practice in Scotland's Colleges***

10 new lecturers completed this qualification during 2021/22. This SCQF level 9 course aims to enhance the professional core competences and abilities of staff who do not hold a teaching qualification.

#### **2.2 TQFE**

9 lecturers completed the new UHI TQFE programme this year. This is the first year of this programme and feedback from our staff has been positive. This qualification aims to enhance teaching practice and will also enable these staff to register with GTCS.

#### **2.3 Fellowship of the Higher Education Academy (Advance HE)**

A further 4 lecturers have achieved Fellowship of the HEA this year through the UHI ALPINE programme. This brings the total for UHI Inverness to 17 Fellows and 10 Senior Fellows.

### **3. Registration of lecturers with General Teaching Council Scotland (GTCS)**

Lecturer registration with GTCS is ongoing and just over 80% of our eligible lecturers have now completed this process.

The UHI GTCS validation application remains open and UHI Inverness will submit a final report to GTCS in December with the expectation of validation early in 2023.

### **4. Enhancement of Learning & Teaching**

Funding has been provided to offer two secondment opportunities to lecturers to join a newly established Learning & Teaching Enhancement project team.

The secondees will work with the Professional Development Manager to lead the development and delivery of a range of initiatives to support excellent learning and teaching at UHI Inverness. The team will be overseen by the Assistant Principal - Student Experience and

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Quality and work closely with the Tertiary Education Leaders, the Head & Depute Head of School of Education and Applied Sciences, the Quality team and other colleagues.

Support will be provided to the secondees to develop their own leadership skills including working towards HEA Fellowship, participation in the UHI Mentoring Scheme and the opportunity to undertake other relevant qualifications.

Recruitment to the two posts has now been completed and the successful candidates will begin their secondments on 15 August 2022.

### **5. Staff Conference 2022**

Staff Conference 2022 will be held on campus on Wednesday 22<sup>nd</sup> June. This will be the first fully on campus conference since 2019 and approximately 300 staff are expected to attend. The theme is *Moving Forward*, and the programme includes input from staff and visitors on Moving Forward with Wellbeing, Moving Forward with Learning & Teaching, Moving Forward with our Students and Moving Forward Together. 20 different workshops on a wide variety of topics will be available to staff. The conference will provide an opportunity for staff to reconnect with colleagues and introduce new members of staff who were recruited during the lockdown period. A quiet room will be available for any staff who have concerns about attending a large face to face event.

### **6. Team Development Day**

Thursday 23<sup>rd</sup> June has been designated as a development day for individual teams. Managers are designing a programme of events for the day that is relevant to their specific staff, including site visits, visiting speakers, mandatory training, team building exercises etc. Teams that are particularly busy on this date will designate an alternative date for their event. The aim is to provide some targeted development time and an opportunity for teams to gather together to support collegiality during hybrid working.

### **Conclusion**

UHI Inverness staff are engaged in a range of professional development activities. Future plans for Staff Conference, a Team Development Day and secondment opportunities are in line with our strategic objective to ensure that our staff have opportunities to develop and maintain their knowledge and skills to the highest industry and professional standards.

<b>Subject/Title:</b>	Human Resources Report Quarter 3 2021/22
<b>Authors:</b> [Name and Job title]	Nicola Quinn, Human Resources Manager Claire Fraser, Human Resources Business Partner
<b>Meeting:</b>	Human Resources Committee
<b>Meeting Date:</b>	09 June 2022
<b>Date Paper prepared:</b>	06 May 2022
<b>Brief Summary of the paper:</b>	This report presents qualitative analysis of key HR measures surrounding turnover and absence.
<b>Action requested:</b> [Approval, recommendation, discussion, noting]	Discussion
<b>Link to Strategy:</b> Please highlight how the paper links to, or assists with: <ul style="list-style-type: none"> <li>• compliance</li> <li>• partnership services</li> <li>• risk management</li> <li>• strategic plan</li> <li>• new opportunity/change</li> </ul>	Enhancing Performance
<b>Resource implications:</b>	No <b>If yes, please specify:</b>
<b>Risk implications:</b>	Yes / No <b>If yes, please specify:</b> Operational: Organisational:
<b>Equality and Diversity implications:</b>	Yes/No <b>If yes, please specify:</b>
<b>Consultation:</b> [staff, students, UHI & Partners, External] and provide detail	EMT



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<b>Status</b> – [Confidential/Non confidential]	Confidential		
<b>Freedom of Information</b> Can this paper be included in “open” business* [Yes/No]	No		
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Its disclosure would constitute a breach of the Data Protection Act (S38)	Y	Other (please give further details)	
For how long must the paper be withheld? (express either as the time which needs to pass or a condition which needs to be met.)			

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**Employment Law Update: 18 May 2022**

There have been a few changes in employment law in the last few weeks. Here are the main ones to be aware of:

**Covid-19**

Both the UK Government and Scottish Government have announced their respective paths towards 'living with COVID', with most legal COVID-19 restrictions now at an end. This includes the legal requirement in Scotland to wear face coverings in most indoor public spaces and on public transport, which is now being treated as guidance.

But many employment law and health and safety challenges still remain.

It will be important for employers to consider what they can do to help reduce the spread of the virus and protect their employees. There are a number of guidance documents published by the Scottish Government which are kept updated, such as the safer businesses and workplaces guidance.

Employers will need to manage absences due to COVID-19, which in some cases could be classed as a disability, and give rise to discrimination claims.

Returning to the workplace is another key area many employers will need to deal with appropriately, balancing business needs with any particular needs of staff, in particular from those who are vulnerable or with family responsibilities.

**What's on the Horizon?**

The pandemic and the war in Ukraine have taken priority and, as expected, the Employment Bill was noticeably omitted from the Queen's Speech on 10 May 2022. While this had been hinted at previously, Frances O'Grady, the Trades Union Congress criticised this exclusion, saying, "No employment bill means vital rights that ministers had promised, like default flexible working, fair tips and protection from pregnancy discrimination, risk being ditched for good. It means no action on the scourge of insecure work and ending

## Item 10

exploitative practices like zero-hours contracts and fire and rehire.” The TUC went on to note that the Bill had been promised 20 times by the government since plans for the Bill were announced in 2019.

However, as the Employment Bill still seems to be in the pipeline, it’s still useful to know what may be coming – here is a summary below.

### **UK Employment Bill**

The major proposed changes are:

1. **Day 1 right to make a flexible working request** – Giving all employees a right to make a flexible working request from day 1 (rather than the current 26 weeks’ qualifying service).
2. **A new statutory right of up to one week of unpaid carer’s leave** – This right applies to employees from day 1 of their employment.
3. **Stronger redundancy protection for women and new parents** – Giving a right to be offered suitable alternative employment for pregnant employees from the point of notifying their employer of their pregnancy until 6 months after returning from maternity leave, as well as those taking either adoption or shared parental leave.
4. **A new right for parents to take statutory leave for neonatal care** – This will apply to parents of babies requiring neonatal care and allow them to take leave for up to 12 weeks. If they have 26 weeks’ service, they will be entitled to receive pay during this period.
5. **A new right for all workers to request a more predictable and stable contract after 26 weeks’ service** – This is designed to assist workers who have irregular hours, and to help address the issues of zero hours contracts.
6. **A new single labour market enforcement agency** – This body will be responsible for enforcing the basic rights of vulnerable workers including national minimum wage, statutory sick pay, and holiday pay.
7. **A requirement for employers to pass on all tips and service changes to their workers in full**

You might also be interested in the following articles:

- [Pensions and independent schools](#)
- [Hospitality update – all tips to be paid to employees in full](#)
- [Coronavirus – employee health and wellbeing concerns](#)
- [Immigration Law Update](#)

**UHI | INVERNESS**

<b>Subject/Title:</b>	Committee & Chair Evaluation
<b>Author:</b> [Name and Job title]	Lisa Ross, Board Secretary
<b>Meeting:</b>	HR Committee
<b>Meeting Date:</b>	09 June 2022
<b>Date Paper prepared:</b>	12 May 2022
<b>Brief Summary of the paper:</b>	Annual HR Committee and Committee Chair Evaluation Exercises
<b>Action requested:</b> [Approval, recommendation, discussion, noting]	<p>The committee is requested to collectively complete the Committee self-evaluation exercise.</p> <p>The Chair will leave the room and the members will complete the committee chair evaluation exercise.</p>
<b>Link to Strategy:</b> Please highlight how the paper links to, or assists with:: <ul style="list-style-type: none"> <li>• compliance</li> <li>• partnership services</li> <li>• risk management</li> <li>• strategic plan</li> <li>• new opportunity/change</li> </ul>	<p>The Code of Good Governance for Scotland's Colleges establishes standards of good governance practice for all boards and provides the essential foundations for compliance within the legislative framework. One of the five principles around which the code has been developed is effectiveness.</p> <p>Paragraph D24 states that "The board must agree a process for evaluating the effectiveness of the board chair and the committee chairs"</p>
<b>Resource implications:</b>	
<b>Risk implications:</b>	Yes/No Operational: required for the proper Governance of the College
<b>Equality and Diversity implications:</b>	N/A
<b>Consultation:</b> [staff, students, UHI & Partners, External] and provide detail	

<b>Status</b> – [Confidential/Non confidential]	Non-Confidential		
<b>Freedom of Information</b> Can this paper be included in “open” business* [Yes/No]	Yes		
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For how long must the paper be withheld? (express either as the time which needs to pass or a condition which needs to be met.)			

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## HR Committee Evaluation (to be completed by the HR committee collectively).

Date:

Good Practice	Yes	No	N/A	Comments/Action
<b>Composition, Establishment and Duties of the Committee</b>				
Does the Committee meet regularly in accordance with the Board Standing Orders?				
Does the Committee consistently have a quorum?				
Do all Committee members attend meetings regularly?				
Does the Committee have enough members?				
Does at least one of the Committee members have a background relevant to the remit of the Committee?				
Have new Committee members received all necessary training?				
Does the Committee report regularly to the Board?				

Good Practice	Yes	No	N/A	Comments/Action
<b>Terms of reference</b>				
Does the Committee have written terms of reference?				
Do the terms of reference include all aspects of the Committee's role?				
Does the membership of the Committee need to be changed?				
Are the terms of reference adopted by the full Board and reviewed annually?				

Good Practice	Yes	No	N/A	Comments/Action
<b>Compliance with the Law and Regulations</b>				
Does the Committee have a mechanism to keep it aware of topical legal and regulatory issues?				

Good Practice	Yes	No	N/A	Comments/Action
<b>Internal Control</b>				
Does the Committee monitor to ensure that risk is controlled?				
Does the Committee regularly review relevant strategic plans?				
Does the Committee consider the level of detail and information it receives appropriate?				
Are appropriate internal performance measures monitored by the Committee?				
Is the Committee addressing all matters delegated to it by the Board and under its terms of reference?				

Good Practice	Yes	No	N/A	Comments/Action
<b>Administrative arrangements</b>				
Does the Committee have an independent secretary?				
Are Committee papers distributed in sufficient time for members to give them due consideration?				
Are Committee meetings scheduled prior to important decisions on specific matters being made?				
Is the timing of Committee meetings discussed with all involved?				

**Evaluation of HR Committee Chair**

Chair being evaluated: Innis Montgomery

Circle to indicate  
← Tendency →

Keeps members on topic and to the agenda	1 2 3 4 5 6	Tends to criticise the ideas and values of members
Summarises discussions and decisions impartially and confirms action points	1 2 3 4 5 6	Tends to force ideas on to the group
Spots likely problems early and states them in a constructive way	1 2 3 4 5 6	Makes decisions without consulting the group or despite the group's views
Suggests solutions	1 2 3 4 5 6	Leaves decisions 'hanging'
Ensures adequate time is given to the different areas of the agenda	1 2 3 4 5 6	Talks too much and gets too involved
Facilitates the expression of all views and opinions	1 2 3 4 5 6	Allows individuals to dominate discussion
Communicates information to Board members	1 2 3 4 5 6	Fails to inform Board members of important information
Supports individual Board members	1 2 3 4 5 6	Is too distant or directing

Comments

Completed by HR Committee .....

Date:.....