

# UHI | INVERNESS

Meeting	Human Resources Committee
Date and time	Thursday 22 September 2022 at 8.30 a.m.
Location	Virtually – via Microsoft Teams

Board Secretary

15 September 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 09 June 2022
  - b) Confidential Note CN-01HC-062022 of the Human Resources Committee held on 09 June 2022
2. **OUTSTANDING ACTIONS**  
Action List

### ITEMS FOR DISCUSSION

3. **DRAFT TALENT MANAGEMENT STRATEGY**  
Report by Vice Principal – Operations and External Relations
4. **HYBRID WORKING REPORT**  
Report by Vice Principal – Operations and External Relations
5. **NATIONAL BARGAINING / JOB EVALUATION**  
Report by HR Manager
6. **REPORT TO COMMITTEE ON CONFIDENTIAL HR MATTER**  
Verbal Update by Vice Principal – Operations and External Relations
7. **SHARED SERVICE FINANCE**  
Verbal Update by HR Manager
8. **PROFESSIONAL DEVELOPMENT UPDATE**  
Report by Professional Development Manager

9. **HUMAN RESOURCES – QUARTER 4 REPORT 2021/22**  
Report by HR Manager
  10. **EXTERNAL SUPPORT ANNUAL REPORT**  
Report by HR Manager
  11. **EMPLOYMENT LAW UPDATE**  
Update from Anderson and Strathern
  12. **COMMITTEE AND CHAIR EVALUATION FEEDBACK REPORT**  
Report by Board Secretary
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**ITEMS FOR NOTING**

13. **EMPLOYEE RELATIONS – CONFIDENTIAL**
  - a) Minutes of JCC Committee held on 03 May 2022
  - b) Minutes of JCC Committee held on 31 May 2022
  - c) Minutes of JCC Committee held on 21 June 2022
14. **AOCB**
15. **DATE OF NEXT MEETING – 24 November 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.

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## **MINUTES of the HYBRID MEETING of the HUMAN RESOURCES COMMITTEE held via Microsoft Teams and Room 205, UHI Inverness Campus on Thursday 09 June 2022**

**PRESENT:** Innis Montgomery, Chris O'Neil, Sally Blyth, Samantha Cribb, Jane Rhodes, Donald MacKenzie, Dee Bird

**CHAIR:** Innis Montgomery

**APOLOGIES:** Gillian Galloway, Tina Stones, HR Manager & Professional Development Manager

**ATTENDING:** Assistant Principal – Student Experience and Quality  
Assistant Principal – Operations and External Relations  
HR Consultant  
Board Secretary

The Chair welcomed everyone to the meeting.

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 10 March 2022**

**Decision:** The Minutes of the Human Resources Committee held on 10 March 2022 was **AGREED** as a correct record and was **APPROVED**.

#### **b.) Confidential Note CN-01HC-032022 of the Human Resources Committee held on 10 March 2022**

The Chair highlighted an error within the date noted on the Confidential Note of the Human Resources Committee.

**Decision:** Pending the above amendment; the Confidential Note (CN-01HC-032022) was **AGREED** as a correct record and was **APPROVED**.

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

- Board Induction Training – The Board Secretary advised the Committee that the induction packs for new Board Members had been updated and would now be shared with members. The Committee noted that induction sessions would be conducted during the summer break with the aim that all

members will have completed their full induction by the beginning of the new Academic Year.

- Shared Finance Service – The Board Secretary advised the Committee that a meeting between the Audit Chair, Finance and General Purposes Chair, Chair of the Board of Management and the Principal has yet to be diarised. The Committee noted that the Board Secretary will continue to progress this matter.

### 3. POLICIES FOR APPROVAL

#### a.) Leaving UHI Inverness Policy

The Committee noted that this policy has been updated to reflect legislative changes.

*Samantha Cribb joined the meeting.*

The Committee highlighted that there was no link to the actual procedure within the policy.

The Committee discussed the references to Inverness College UHI within the policy and was advised that our legal entity is still Inverness College UHI. The Committee noted that all policies and procedures would have a strapline included which explains this to the reader. The Committee noted that it is expected that the Quality Team will have added this to all existing policies and procedures by September 2022.

**Action:** It was **AGREED** that a link to the procedure would be included within the policy.

**Decision:** Subject to the above amendment the Leaving UHI Inverness Policy was **RECOMMENDED** for **APPROVAL** to the Board of Management.

#### b.) Staff Code of Conduct Policy

The Committee noted that a significant review of our procedures had been carried out following a sector wide SFC report and that both the policy and procedure had been updated to ensure that we were following best practice.

**Action:** It was **AGREED** that a link to the procedure would be included within the policy.

**Decision:** Subject to the above amendment the Staff Code of Conduct Policy was **RECOMMENDED** for **APPROVAL** to the Board of Management.

#### c.) Supporting Probation Policy

The Committee was advised that this was a new policy and that all new staff member's employment will now be subject to a 6-month probationary period.

The HR Consultant explained the process to the Committee highlighting in particular:

- The structured performance reviews which Line Managers will conduct with new members of staff.
- The support which Line Managers will receive from the HR Department in respect of how to conduct these structured performance reviews.
- How this will link to our Talent Management Strategy.

**Action:** It was **AGREED** that a reference to the Talent Management Strategy will be included within the policy.

**Decision:** Subject to the above amendment the Talent Management Strategy was **RECOMMENDED** for **APPROVAL** to the Board of Management.

### **d.) Staff Recruitment and Selection Policy**

The Committee was advised that this policy had again undergone a significant review following the sector wide SFC review report. The Committee was advised that the policy had originally been brought before them in November 2021 but that further amendments have been made to it following a NJNC circular.

**Decision:** The Staff Recruitment and Selection Policy was **RECOMMENDED** for **APPROVAL** to the Board of Management.

## **4. TALENT MANAGEMENT REPORT**

The HR Consultant spoke to his confidential report which provided the Committee with an update on the Talent Management Strategy. The Committee noted and discussed at length the progress which has been made in respect of supporting probation, succession planning and the development of a talent register.

The Committee discussed the link between the PRD process and succession planning and noted that the HR Consultant was working closely with the Professional Development Team in relation to this.

The Committee welcomed the progress which has been made in respect of the Talent Management Strategy.

## **5. NATIONAL BARGAINING/JOB EVALUATION**

The Assistant Principal – Operations and External Relations provided the Committee with a confidential update in respect of the sector wide academic staff pay claim. The Committee was advised that the EIS industrial strike action had been suspended and noted that members are currently being balloted on the proposed pay offers. The Committee discussed the strike data for the period 20 April – 25 May 2022 for the College and the impact of this on our students.

The Assistant Principal – Operations and External Relations provided the Committee with a confidential update in respect of the sector wide Professional Services Pay Claim.

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

A confidential discussion on a HR matter took place CN-01HC-062022.

### **7. SHARED FINANCE SERVICE**

The Assistant Principal – Operations and External Relations provided the Committee with a confidential update on the Shared Finance Service. The Committee was advised that the final phase of changes are being made and noted that the final structure for the shared team is now in place.

### **8. PROFESSIONAL DEVELOPMENT UPDATE**

The Assistant Principal – Student Experience and Quality spoke to the Professional Development Manager's report highlighting to the Committee:

- The return to a pre-pandemic level of engagement from staff in respect of conferences and professional development external training courses.
- The pathways available to staff in respect of their professional development.
- Registration with GTCS with the Committee noting that the UHI GTCS validation application remains open at present. A lengthy discussion in respect of GTCS registration took place and the Committee highlighted the possibility for a future closed session discussion in respect of this and other available options.
- That we had seconded two lecturers to a newly established Learning and Teaching Enhancement Project Team.
- That the 2022 Staff Conference will be held on campus on Wednesday 22 June 2022.

### **9. HUMAN RESOURCES – QUARTER 3 REPORT 2021/22**

The Assistant Principal – Operations and External Relations spoke to the HR Managers report and highlighted to the Committee:

- the increasing number of staff who are reporting mental health issues. The Committee was provided with an explanation of the latest support services which staff can access to aid them with this as well as the initiatives which the Wellbeing Group are implementing.
- the numbers of staff who have scheduled, completed and uploaded their PRD to CIPHR.

The Committee highlighted the number of injury days lost and noted that these were minor injuries which were not incurred as part of staff member's employment. The Committee noted that we have seen an increase in accident

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reporting which has been as a result of more staff and students being back on campus.

### 10. EMPLOYMENT LAW UPDATE

The Board Secretary advised the Committee that the Anderson Strathern Representative could not be here but that they had been able to highlight the relevant changes in employment law within their report.

### 11. EMPLOYEE RELATIONS – CONFIDENTIAL

The Committee noted the contents of the minutes of the JCC meetings held on 18 January and 08 March 2022.

### 12. COMMITTEE AND CHAIR EVALUATION

The Board Secretary provided an explanation in respect of the yearly Committee and Chair Evaluations. The Committee noted that a report from all committees will be taken to the Board in October and any actions arising will be incorporated into our existing Board Action Plan.

The Committee collectively carried out the Committee Evaluation.

*Assistant Principal – Operations and External Relations left the meeting.*

*Assistant Principal – Student Experience and Quality left the meeting.*

*HR Consultant left the meeting.*

*HR Chair left the meeting.*

Members of the Committee collectively carried out the Chair Evaluation.

### 13. DATE OF NEXT MEETING – Thursday 22 September 2022 at 08.30am.

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

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

## Outstanding Actions

<b>September 2020</b>				
Board Induction Training	Updated Induction Packs are to be circulated to appropriate members.  Induction Sessions will be carried out over the summer break with a view to inductions being completed prior to the start of the new Academic year.	Board Sec		August 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 discuss any further convergence work.	Board Sec		August 2022



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<b>Subject/Title:</b>	Talent Management Strategy
<b>Author:</b> [Name and Job title]	Georgina Parker Vice Principal – Operations & External Relations
<b>Meeting:</b>	HR Committee
<b>Meeting Date:</b>	22 September 2022
<b>Date Paper prepared:</b>	14 September 2022
<b>Brief Summary of the paper:</b>	The draft Talent Management Strategy is submitted to the HR Committee for approval. If approved, the strategy will go to the Board in October 2023.
<b>Action requested:</b> [Approval, recommendation, discussion, noting]	Recommendation.
<b>Link to Strategy:</b> Please highlight how the paper links to, or assists with: <input type="checkbox"/> compliance <input type="checkbox"/> partnership services <input type="checkbox"/> risk management <input type="checkbox"/> strategic plan <input type="checkbox"/> 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:

## Item 03

<b>Consultation:</b> [staff, students, UHI & Partners, External] and provide detail	The talent management framework has been presented and discussed at staff meetings and with JCC. It has been positively received as a progressive framework.		
<b>Status</b> – [Confidential/Non confidential]	Confidential		
<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)	

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)

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<b>Subject/Title:</b>	Hybrid Working Update
<b>Author:</b> [Name and Job title]	Georgina Parker Vice Principal – Operations & External Relations
<b>Meeting:</b>	HR Committee
<b>Meeting Date:</b>	22 September 2022
<b>Date Paper prepared:</b>	14 September 2022
<b>Brief Summary of the paper:</b>	The purpose of this report is to provide an update on the Hybrid working pilot, which commenced on 28 <sup>th</sup> February 2022
<b>Action requested:</b> [Approval, recommendation, discussion, noting]	Discussion.
<b>Link to Strategy:</b> Please highlight how the paper links to, or assists with:: <input type="checkbox"/> compliance <input type="checkbox"/> partnership services <input type="checkbox"/> risk management <input type="checkbox"/> strategic plan <input type="checkbox"/> 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:

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<b>Consultation:</b> [staff, students, UHI & Partners, External] and provide detail			
<b>Status</b> – [Confidential/Non confidential]	Confidential		
<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.			
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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>	National Bargaining
<b>Author:</b> [Name and Job title]	Nicola Quinn, HR Manager
<b>Meeting:</b>	HR Committee
<b>Meeting Date:</b>	22 September 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.

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<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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<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>	22 September 2022
<b>Date Paper prepared:</b>	14 September 2022
<b>Brief Summary of the paper:</b>	<p>This paper provides an update on Professional Development activities for the first quarter of academic year 2022/23 including –</p> <ol style="list-style-type: none"> <li>1. Professional Development Strategic objectives</li> <li>2. Professional Development focus</li> <li>3. Learning &amp; Teaching Enhancement</li> <li>4. Staff Conference</li> </ol>
<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><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
<b>Risk implications:</b>	No <b>If yes, please specify:</b> Operational: Organisational:

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<b>Equality and Diversity implications:</b>	<b>No</b> 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]	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)
Its disclosure would constitute a breach of the Data Protection Act (s38)	Other (Please give further details)

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## **Purpose**

This paper provides an update on professional development activities and some of the main developments in the first quarter of academic year 2022-23.

## **Main body of information**

### **1. Professional Development strategic objectives**

As part of the newly developed Talent Management Strategy, the aim of the Professional Development team is to ensure that our staff have opportunities to develop and maintain their knowledge and skills to the highest industry and professional standards and are equipped for an increasingly digital world.

We will achieve this by:

- Ensuring staff have the appropriate time available for their professional development, in accordance with current contractual provisions.
- Providing funding for staff to engage in a wide range of relevant learning opportunities both within and outside of UHI.
- Supporting staff to undertake relevant research and scholarly activities, including additional qualifications.
- Ensuring that all managers and team leaders undertake a certified leadership and management training programme.
- Delivering on our digital transformation strategy.

Work is ongoing in each of these areas as outlined below.

### **2. Professional Development focus**

A refreshed Professional Development Policy & Procedure will be presented to the next HR Committee. This will update our current documents to bring them in line with our strategic objective, including the protection of appropriate time for staff to engage in professional learning.

We place a high value on having a highly skilled and knowledgeable workforce and ongoing professional learning is central to this. Therefore, a further initiative currently being developed by the Professional Development team is to establish a link within each School and team across the organisation via a Professional Development champion in each area. The aim is to establish a network of staff with an interest in ongoing professional learning that can feed ideas and requests to the PD team and promote updates and information about relevant opportunities to their colleagues.

### **3. Funding for staff to engage in a wide range of relevant learning opportunities both within and outside UHI**

#### **3.1 External events**

18 staff have been funded to attend external learning events and conferences since 1 August. Topics have included learning technology, climate change, housing law and coaching & mentoring.

### 3.2 Learning & Teaching Enhancement

A significant focus this semester is the work of the new Learning & Teaching Enhancement project team. The team comprises the Professional Development Manager, the Digital Skills Training Officer and two (0.4 FTE) seconded lecturers. Appendix 1 provides an introduction to the team.

The team is currently planning and developing a wide range of professional learning opportunities for staff, underpinned by the UHI Inverness Strategic Plan, specifically our objective to provide excellent learning and teaching which engages all students, across all modes of delivery, and is informed by emerging best practices. The 10 values and 4 enabling practices encompassed by the new [UHI Learning and Teaching Enhancement Strategy](#), which will be launched shortly, provide a framework for activities and these are also closely linked to the GTCS [Professional Standards for Lecturers in Scotland's Colleges](#).

### 3.3 Professional Development Pathway for Lecturers

The team is working to support all aspects of our current Professional Development Pathway for Lecturers (see Appendix 2) which starts with the biannual 2 day Learning & Teaching Induction programme for new lecturers. The team also contacts all new lecturers to offer them 1-2-1 support if they start their new roles between scheduled induction programmes.

A new initiative for 2022/23 will be the delivery of the level 7 *Teaching in Colleges Today* course. This will be offered as CPD to new lecturers and other members of staff with an interest in broadening their knowledge of learning and teaching. The course will run online between Christmas and Easter.

The level 9 Professional Development Award *Teaching Practice in Scotland's Colleges* will be delivered by members of the team from October onwards. It will run online and will be offered to lecturers who do not currently hold a recognised teaching qualification. The award aims to enhance lecturers' professional core competences and abilities and support their ongoing professional development.

In 2022/23 11 lecturers will undertake the Teaching Qualification Further Education (TQFE) provided by UHI. These staff will be supported by a PAT from the team and regular sessions will be offered to provide support throughout their studies.

### 3.4 General Teaching Council Scotland (GTCS) Registration

The majority of our lecturers are now registered with the GTCS and the team are planning a series of professional learning events throughout the year to support the professional update process, in line with the GTCS professional standards. These events will be available for all lecturers, whether registered or not and will involve as many staff as possible in sharing their expertise and best practice. A pilot group of lecturers will shortly begin work on developing an 'in-house' portfolio area for recording and reflecting on ongoing professional learning. It is anticipated that this newly developed portfolio approach will provide staff with a method of collating their learning that can be easily shared as part of their Professional Development & Review (PRD) and their GTCS Professional Updating.

### **3.5 Supporting Best Practice**

Enhancing our use of the Brightspace VLE remains a priority for our students. The team will continue to offer lecturers a wide range of individual, small group, and team sessions, led by the Digital Skills Training Officer. There is an expectation that all programmes make full use of Brightspace as a tool to support learning and teaching.

The Learning & Teaching Review programme will shortly be launched for 2022/23 and members of the team will support the programme as Reviewers. The programme involves observations of learning followed by professional dialogues with lecturers. The output report highlights examples of excellent practice which will be shared at professional learning events throughout the year.

### **4. Supporting staff to undertake relevant research and scholarly activities, including additional qualifications**

In semester one of this academic year UHI Inverness is funding 26 staff to undertake additional qualifications (in addition to recognised teaching qualification e.g. TQFE). 12 of these are professional services staff and 14 are lecturers. A new initiative will shortly be launched to support this group with professional learning events and meetings. The aim is to strengthen our staff learning community and support more research activity.

The team is building a strong connection with the UHI Learning & Teaching Academy and provides information and support to any staff who wish to apply for fellowship of Advance HE through the ALPINE programme, which is open to both lecturers and professional services staff. Members of the team are also working with the UHI mentoring scheme and the Aurora Leadership Development programme.

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

A successful Staff Conference was held on campus on Wednesday 22<sup>nd</sup> June. This was the first fully on campus conference since 2019 and over 200 staff attended. The theme was *Moving Forward*, and the programme included an opening session on *Moving Forward as a Team* where staff explored some of the challenges they faced over the past 2 years as well as their achievements. 20 different workshops were offered to staff on themes relating to their health & wellbeing, learning & teaching and wider areas of relevance.

### **Conclusion**

UHI Inverness staff are engaged in a range of professional development activities with an emphasis on learning and teaching enhancement during semester 1.

<b>Subject/Title:</b>	Human Resources Report Quarter 4 2021/22
<b>Authors:</b> [Name and Job title]	Nicola Quinn, Human Resources Manager Claire Fraser, Human Resources Business Partner
<b>Meeting:</b>	HR Committee
<b>Meeting Date:</b>	22 September 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

## Item 09

<b>Status</b> – [Confidential/Non confidential]	<b>Confidential</b>		
<b>Freedom of Information</b> Can this paper be included in “open” business* [Yes/No]	<b>No</b>		
*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)		Its disclosure would constitute a breach of confidence actionable in court (S36)	
Its disclosure would constitute a breach of the Data Protection Act (S38)	<b>Y</b>	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.)			

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

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<b>Subject/Title:</b>	External Support Annual Report
<b>Author:</b> [Name and Job title]	Nicola Quinn, HR Manager
<b>Meeting:</b>	HR Committee
<b>Meeting Date:</b>	22 September 2022
<b>Brief Summary of the paper:</b>	<p>This report updates the committee regarding the College's</p> <ul style="list-style-type: none"> <li>- Occupational Health Service</li> <li>- Legal Services</li> <li>- Employee Assistance Provision</li> <li>- Partnership with Access to Work's Mental Health Service</li> <li>- HR system service provision</li> <li>- DSE Services &amp; Ergonomics Furniture contract</li> </ul>
<b>Action requested:</b> [Approval, recommendation, discussion, noting]	Noting and discussion.

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<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	Enhancing Performance		
<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]	Confidential		
<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)	<input type="checkbox"/>	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)	<input checked="" type="checkbox"/>	Its disclosure would constitute a breach of confident actionable in court (s36)	<input type="checkbox"/>
Its disclosure would constitute a breach of the Data Protection Act (s38)	<input checked="" type="checkbox"/>	Other (Please give further details)	<input type="checkbox"/>

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>	Chair and Committee Evaluation Feedback
<b>Author:</b> [Name and Job title]	Lisa Ross Governance Officer
<b>Meeting:</b>	HR Committee
<b>Meeting Date:</b>	22 September 2022
<b>Date Paper prepared:</b>	15 September 2022
<b>Brief Summary of the paper:</b>	Feedback on the HR Chair and Committee Evaluation
<b>Action requested:</b> [Approval, recommendation, discussion, noting]	Discussion and Noting



## Item 12

<b>Link to Strategy:</b> Please highlight how the paper links to, or assists with:: <input type="checkbox"/> compliance <input type="checkbox"/> partnership services <input type="checkbox"/> risk management <input type="checkbox"/> strategic plan <input type="checkbox"/> new opportunity/change	Governance Compliance		
<b>Resource implications:</b>	Yes / <b>No</b> <b>If yes, please specify:</b>		
<b>Risk implications:</b>	Yes / <b>No</b> <b>If yes, please specify:</b> Operational: Organisational:		
<b>Equality and Diversity implications:</b>	Yes/ <b>No</b> <b>If yes, please specify:</b>		
<b>Student Experience Impact:</b>	Yes/ <b>No</b> If yes, please specify:		
<b>Consultation:</b> [staff, students, UHI & Partners, External] and provide detail	N/A		
<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.			
Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	
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### **Background**

The HR Chair and Committee Evaluations were carried out within the Committee meeting held on 09 June 2022. Six members of the Committee and the co-opted member were in attendance and provided feedback and comment on the Committee Evaluation. The Chair excused himself from the meeting whilst the Chair Evaluation was carried out.

### **Chair Feedback**

The completed evaluation documentation for the HR Chair has been passed to the Chair of the Board of Management for feedback to be delivered as part of the Board Member Evaluation Process. However, there were no issues raised and all present provided positive feedback with regards the Chair.

### **Committee Feedback**

A copy of the feedback from the Committee is attached as Appendix 1.

The feedback received highlighted that the Committee membership had been boosted following the board recruitment campaign. However, it is pertinent to note that following changes made to the Committee Chairs we have had two members stand down from the Committee. We do however continue to meet the membership numbers as set out in our Terms of Reference.

### **Action Required**

Inductions are continuing to progress for all new members of the Board. There is a timetable in place for these inductions which will be completed prior to the October 2022 Board of Management Meeting.

As part of the October 2022 Board of Management Meeting the Board Development Plan will be available for discussion and adoption.

### **Next Steps**

The feedback received will be presented to the Board of Management on 25 October 2022 as part of the yearly report on Committee Evaluations.

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

Date: 09 June 2022

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?	Y			
Does the Committee consistently have a quorum?	Y			The Committee highlighted that its membership has been boosted following the recent Board Recruitment campaign.
Do all Committee members attend meetings regularly?	Y			
Does the Committee have enough members?	Y			Again, the Committee highlighted that its membership has been boosted following the recent Board Recruitment campaign.
Does at least one of the Committee members have a background relevant to the remit of the Committee?	Y			
Have new Committee members received all necessary training?		N		Inductions are to be carried out for all new members of the Board of Management.  A Board Development Plan will be available for the new Academic Year and all necessary training will be included within this.
Does the Committee report regularly to the Board?	Y			

Good Practice	Yes	No	N/A	Comments/Action
<b>Terms of reference</b>				
Does the Committee have written terms of reference?	Y			
Do the terms of reference include all aspects of the Committee's role?	Y			
Does the membership of the Committee need to be changed?		N		

## Item 12 Appendix 1

Are the terms of reference adopted by the full Board and reviewed biannually?	Y			
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## Item 12 Appendix 1

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?	Y			Anderson Strathern provide updates to the Committee on all legal and regulatory issues as does the HR Manager.

Good Practice	Yes	No	N/A	Comments/Action
<b>Internal Control</b>				
Does the Committee monitor to ensure that risk is controlled?	Y			The Committee felt that this is monitored through the policies which come before them.
Does the Committee regularly review relevant strategic plans?	Y			
Does the Committee consider the level of detail and information it receives appropriate?	Y			The Committee felt that if the information it receives was not detailed enough or appropriate then they would be able to request further information.
Are appropriate internal performance measures monitored by the Committee?	Y			
Is the Committee addressing all matters delegated to it by the Board and under its terms of reference?	Y			

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