

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

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:

22 September 2022