

## Board of Management

Meeting	Human Resources Committee
Date and time	Thursday 11 November 2021 at 8.30 a.m.
Location	Microsoft Teams, via Calendar Link

Board Secretary  
04 November 2021

### AGENDA

#### Welcome and Apologies

#### Declarations of Interest

#### ITEMS FOR DECISION

1. **MINUTES**  
Meeting of the Human Resources Committee held on 23 September 2021
2. **OUTSTANDING ACTIONS**  
Action List
3. **POLICIES FOR APPROVAL**
  - a) Staff Recruitment and Selection
  - b) Dignity in the Workplace

#### ITEMS FOR DISCUSSION

4. **TALENT MANAGEMENT REPORT**  
Report by HR Manager
5. **NATIONAL BARGAINING / JOB EVALUATION**  
Report by HR Manager
6. **HYBRID WORKING**  
Report by Assistant Principal – Operations and External Relations
7. **KPI MEASURES**  
Verbal Update by Assistant Principal – Operations and External Relations
8. **PROFESSIONAL DEVELOPMENT UPDATE**  
Report by Professional Development Manager

9. **HUMAN RESOURCES – QUARTER 1 REPORT 2021/22**  
Report by HR Manager
10. **ACCESS TO MENTAL HEALTH SUPPORT SCHEME**  
Report by HR Manager
11. **HALF YEARLY EMPLOYMENT LAW UPDATE**  
Report by HR Manager
12. **FUNDING COUNCIL REVIEW – SFC UPDATE**  
Report by Assistant Principal – Student Experience and Quality
13. **HSE MANAGEMENT STANDARDS**  
Verbal Update by Assistant Principal – Student Experience and Quality and HR Manager

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**ITEMS FOR NOTING**

14. **EMPLOYEE RELATIONS - CONFIDENTIAL**
  - a) Draft Minutes of the Meeting of the JCC held on 14 September 2021
  - b) Draft Minutes of the Meeting of the JCC held on 01 October 2021
15. **AOCB**
16. **DATE OF NEXT MEETING – 10 March 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 23 September 2021

**PRESENT:** Innis Montgomery, Gillian Galloway, Donald MacKenzie, Chris O'Neil

**CHAIR:** Innis Montgomery

**APOLOGIES:** Samantha Cribb and Sally Blyth

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

The Chair welcomed everyone to the meeting. The Committee expressed their thanks to Mark Sheridan for his support and input to the Committee over the past year, noting that he has had to step down from the Committee due to his role as the Interim Chair of the Board of Management.

Committee Members noted that Sally Blyth had taken on the role of Vice-Chair.

There were no declarations of interest noted.

#### 1. TALENT MANAGEMENT REPORT

The HR Manager provided the Committee with a background as to how we previously conducted workforce-planning activities and explained the planned move to a talent management approach. The HR Manager advised the Committee that our talent management strategy will be based around the talent management framework and provided the Committee with information on the 6 key areas that make up this framework.

*Donald MacKenzie joined the meeting at this point.*

The Committee noted that we had procured and awarded a contract to provide consultancy services to assist with the development of the talent management strategy and that this contract would be for a period of 6 months.

**Action:** The Committee welcomed the simplicity of this approach and requested a summary outlining the expected deliverables under each of the 6 key areas. The Committee noted that a draft of the talent management framework would be available for further discussion at the November HR Committee meeting.

The Chair took this opportunity to welcome Donald MacKenzie to the Committee.

## 2. MINUTES

**Decision:** The Meeting of the Human Resources Committee held on 27 May 2021 was **AGREED** as a correct record and was **APPROVED**.

## 3. OUTSTANDING ACTIONS

- Induction – The Board Secretary advised that inductions are being carried out. A deadline date for completion of all induction meetings has been set as 10 November 2021. A further update will be provided to the November HR Committee.
- Review of Committee Functions – **Decision:** It was **AGREED** that this item could be removed from the list.
- PRD – the committee noted that this item will be discussed further within the agenda.
- ELCC Update - the committee noted that this item will be discussed further within the agenda.
- Hybrid Working Plan - the committee noted that this item will be discussed further within the agenda.
- SFC Call for Information - the committee noted that this item will be discussed further within the agenda.

## 4. POLICY FOR APPROVAL

- Promoting Attendance Policy

The HR Manager advised the Committee that the promoting attendance policy was approved at the Policy and Procedure Review Panel on 09 March 2021 and at the EMT Committee on 22 July 2021.

The HR Manager explained the amendments within the policy to the Committee.

**Action:** The Committee requested that the definition for absence triggers be amended.

**Decision:** Pending this amendment the Committee **RECOMMENDED** that the policy be taken to the Board of Management for final approval.

## 5. TERMS OF REFERENCE

The Board Secretary highlighted the proposed amendments to the Terms of Reference, which had been discussed during the Committee review meeting.

A discussion around the monitoring of KPI's took place with the committee noting that work on the KPI Matrix was almost complete.

## Item 01

The membership of the Committee was discussed with the Board Secretary advising that both Samantha Cribb and Donald MacKenzie had moved to the Committee for an interim period in order to ensure that we continue to meet our membership requirements.

**Action:** A report highlighting the relevant KPI measures being put in place with regards HR and Professional Development will be taken to the next meeting for discussion.

**Decision:** The Committee **RECOMMENDED** that the terms of reference be taken to the Board of Management for final approval.

### 6. NATIONAL BARGAINING/JOB EVALUATION – **CONFIDENTIAL**

The HR Manager spoke to her report and provided the Committee with an update for 21/22 in respect of the EIS FELA National Pay Claim. The Committee noted that a further sector wide update is expected today.

With regards Job Evaluation the HR Manager advised that the second round of scoring, which had been expected to be completed by July 2021 is now projected to be finalised by December 2021. Once this second round of scoring is completed then we would expect to have the outcome of the Job Evaluation available by the end of January 2022.

The Committee held a lengthy discussion with regards the Professional Services Staff Pay Claim for 2021/2022 especially with regards to the proposed 4 day week.

### 7. HYBRID WORKING – **CONFIDENTIAL**

The Assistant Principal – Operations and External Relations advised that the Hybrid Working Guidance Document had been issued to staff.

The Committee noted that we were continuing to follow Government Guidance with regards home working.

The Committee was advised that the HR Manager and the Assistant Principal – Operations and External Relations would begin to look at how any consultation in respect of hybrid working would be carried out.

**Action:** The Committee **AGREED** that a timeline and key considerations with regards a hybrid working consultation would be brought to the next meeting for discussion.

### 8. EXTERNAL SUPPORT ANNUAL REPORT

The HR Manager spoke to her report highlighting to the Committee our Occupational Health Service, Legal Services, Employee Assistance and HR System provision.

It was highlighted to the Committee that our legal services could be used as part of any Board Development and that we have invested heavily in ensuring that there is sufficient mental health support available for staff.

The Committee requested that any procurement for HR Support Services is carried out to ensure that we have sufficient time and noted that discussions are already underway with our Procurement Team. The possibility of joint procurement with Partner Colleges was also discussed however it was noted that procurement cycles for Colleges do not always match.

### **9. PROFESSIONAL DEVELOPMENT UPDATE**

The Professional Development Manager provided the Committee with an update with regards staff wellbeing and registration of Lecturers with General Teaching Council Scotland (GTCS); highlighting that the Professional Development Team is working closely with the HR Team to ensure that all data required is provided to the GTCS.

The Committee was advised that a joint validation event will take place before the end of the year; where GTCS will assess the evidence provided by UHI. Panels will take place where managers and members of staff from across Colleges will discuss their experiences of the PRD process.

The Committee was advised that we would be rolling out our new policies, procedures and processes with regards PRD's within October.

The Committee commended the Professional Development Manager on the well thought out plan and requested further information with regards the plan for Distributed Leadership. The Committee noted that work on training in respect of distributed leadership is in its early stages but advised that we would be looking to procure external training providers. The Committee welcomed the idea of distributed leadership noting how this was reflected within the Talent Management Framework.

### **10. HUMAN RESOURCES – QUARTER 4 REPORT 2020/21**

The HR Manager spoke to her report and provided the Committee with an analysis of the key HR measures and an explanation with regards staff turnover, headcount FTE, leavers and starters, staff changes, furlough, absence and PDR.

A lengthy discussion with regards PRD's took place with the Committee being advised that the numbers provided within the report are based on the information which has been uploaded into our HR System and that it is felt that a greater number of PRD's have been carried out. The Committee noted that systems are being put in place to ensure that Heads of Schools upload information on a monthly basis and that we should begin to see an increase in completed PRD's within the next set of reports.

**Action:** It was **AGREED** that the Committee would have sight of the PRD completion figures at the November and March meetings to allow the Committee to track this.

### 11. ELCC Update

The Assistant Principal – Operations and External Relations spoke to her report advising that CALA was now operating the ELCC with us as a landlord.

The Committee expressed their gratitude to the ELCC Interim Centre Manager for all their work.

### 12. SFC UPDATE

The Assistant Principal – Student Experience and Quality provided the committee with a brief update with regards the SFC call for information.

**Action:** The Committee noted that a formal update will be provided to them at the November meeting.

### 13. PUBLIC SECTOR EQUALITY REPORT

The Assistant Principal – Student Experience and Quality advised the Committee of the difficulties we had encountered in publishing our equality report due to Covid-19 and the cyber incident. The HR Manager provided the Committee with information on the key focuses within the report.

The Committee thanked all involved for what was felt an excellent and fascinating read and acknowledged the time and effort which had been put into this report and ensuring that it was published. The Committee was advised that the objectives are now to be set in respect of equality.

### 14. FEEDBACK FROM COMMITTEE AND CHAIR EVALUATIONS

The Board Secretary provided the Committee with feedback from the Committee and Chair Evaluations, which were completed within the meeting held on 27 May 2021. The Committee noted that updates to the Terms of Reference have been made and a Vice-Chair is now in place.

The Chair welcomed members thoughts on the Committee and feedback received was that members appreciate the input with regards professional development within this space. The Committee agreed that the inclusion of Inverness College Managers allowed Board Members to have a greater insight of the work of the College.

### 15. EMPLOYEE RELATIONS – CONFIDENTIAL

The Committee noted the contents of both the minutes of the meeting of the JCC held on 22 June 2021 and the minutes of the meeting of the EDIC held on 26 May 2021.

## Item 01

It was highlighted to the Committee the need for additional training to be provided to College Staff trade union representatives.

**Action:** The Principal agreed to provide an update with regards this training at the next meeting.

### 16. AOCB

The Committee expressed their thanks to Leanne MacKenzie for her time and commitment to the Committee.

### 17. DATE OF NEXT MEETING – Thursday 11 November 2021 at 08.30am.

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

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



Outstanding Actions

**Item 02**

<b>September 2020</b>				
Induction Training	The Board Secretary is to ensure that all new Board Members have received their induction.	Board Sec		10 November 2021
<b>September 2021</b>				
KPI Measures	A reporting highlighting the relevant KPI measures being put in place with regards HR and Professional Development to be taken to the next meeting for discussion.	AP – O&ER		November 2021
Talent Management	A draft of the talent management framework will be made available for discussion at the November meeting along with a summary outlining the expected deliverables under each of the 6 key areas.	HR Manager		November 2021
Hybrid Working	A timeline and key considerations with regards a hybrid working consultation to be brought to the next meeting.	HR Manager & AP O&ER		November 2021
PRD	The Committee will have sight of the PRD completion figures at the meetings in November and March.	HR Manager		March 2022
SFC Update	A formal update on the SFC call for information will be provided to the Committee in November.	AP SE&Q		November 2021
Employee Relations	An update with regards the need for additional training for trade union representatives to be provided to the Committee in November.	Principal		November 2021

**Board of Management  
HR Committee**

<b>Subject/Title:</b>	Staff Recruitment & Selection Policy
<b>Author:</b> [Name and Job title]	Nicola Quinn
<b>Meeting:</b>	Board of Management HR Committee
<b>Meeting Date:</b>	11 <sup>th</sup> November 2021
<b>Date Paper prepared:</b>	03/11/21
<b>Brief Summary of the paper:</b>	The HR Committee is asked to approve the revisions to Staff Recruitment & Selection Policy. The Staff Recruitment & Selection Policy was approved at Policy & Procedure Review Panel in August 21 and EMT Committee on 21.
<b>Action requested:</b> [Approval, recommendation, discussion, noting]	Approval
<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>	
<b>Resource implications:</b>	Yes / 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	Full staff consultation and JCC consultation on updates only.

<b>Status</b> – [Confidential/Non confidential]			
<b>Freedom of Information</b> 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)	
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)		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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<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)



## Staff Recruitment and Selection Policy

**REFERENCE: PL/HR/2021 ~~2020~~/005**

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
Nicola Quinn	06/10/2020	Reviewed at BoM - approved

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## **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.

## **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

## **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.

## **6. Review**

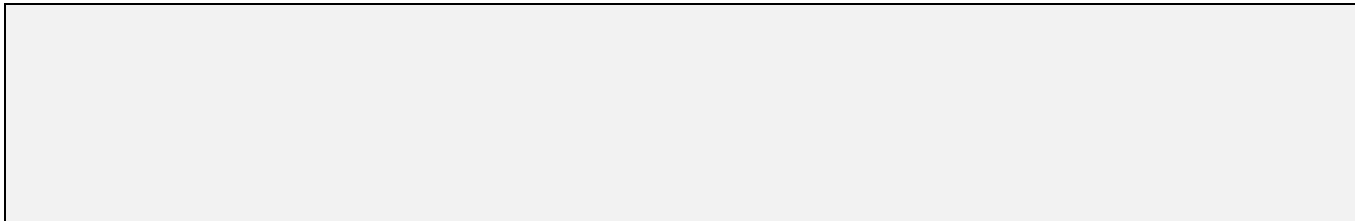
- This Policy will be reviewed every three years unless a legal change warrants an earlier review.





Step 3

No Action to be taken



Summary of EIA Outcome – please tick

- No further action to be carried out
- Amendments or changes to be made
- Proceed with awareness of adverse impact
- Abandon process – Stop and Rethink

Please forward completed EIA forms to the Quality Unit

**Board of Management  
HR Committee**

<b>Subject/Title:</b>	Dignity in the Workplace Policy
<b>Author:</b> [Name and Job title]	Nicola Quinn, HR Manager
<b>Meeting:</b>	Board of Management HR Committee
<b>Meeting Date:</b>	11 <sup>th</sup> November 2021
<b>Date Paper prepared:</b>	03/11/21
<b>Brief Summary of the paper:</b>	The HR Committee is asked to approve the revisions to Dignity in the Workplace Policy. The Dignity in the Workplace Policy was approved at Policy & Procedure Review Panel in August 21 and EMT Committee on 21.
<b>Action requested:</b> [Approval, recommendation, discussion, noting]	Approval
<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>	
<b>Resource implications:</b>	Yes / 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	Full staff consultation and JCC consultation on updates only.

<b>Status</b> – [Confidential/Non confidential]			
<b>Freedom of Information</b> Can this paper be included in “open” business* [Yes/No]			
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## DIGNITY IN THE WORKPLACE POLICY

REFERENCE: ~~PL/HR/2008/017~~2021/

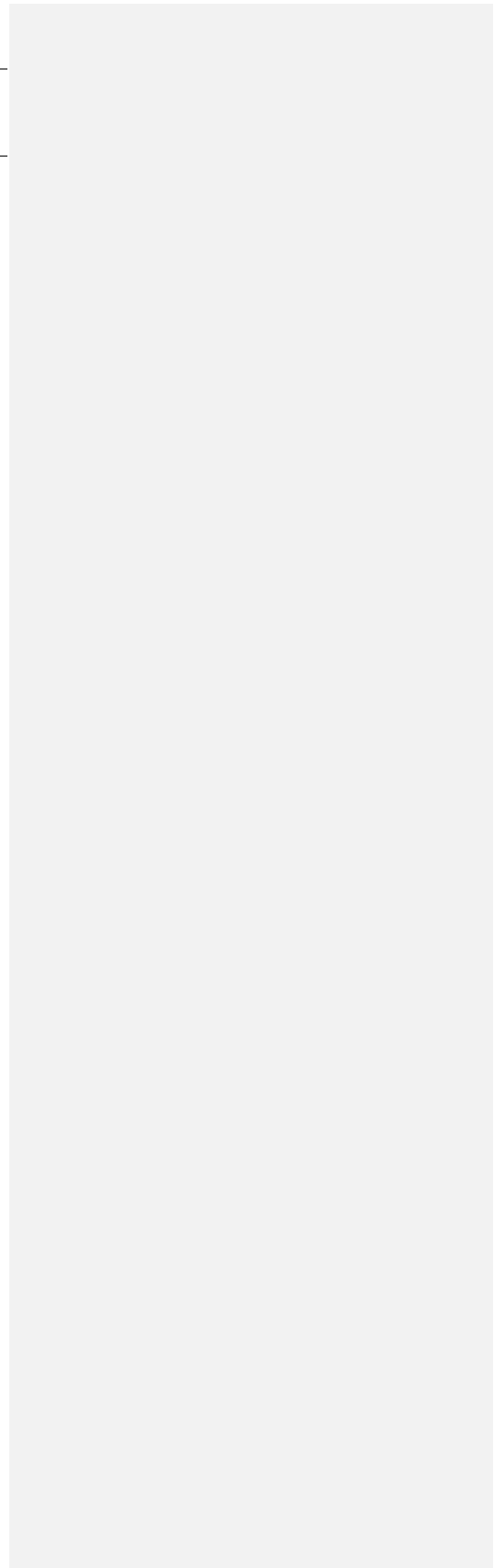
Lead Officer	<a href="#">HR Manager Assistant Principal - Operations and External Relations</a>
Review Officer	<a href="#">HR Business Partner</a> <a href="#">HR Manager</a>
Date first approved by BoM	09 March 2009
First Review Date	May 2010
Date review approved by BoM	
Next Review Date	
Equality impact assessment	Yes
Further information (where relevant)	

Reviewer	Date	Review Action/Impact

### Contents

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## 1. Policy Statement

The College is committed to developing and encouraging a working environment and culture whereby every member of staff has the right to work in an environment which is free from bullying and harassment.

The purpose of the Dignity in the Workplace Policy and Procedure is to highlight behaviours that could be construed as bullying or harassment in the workplace and outline the organisation's approach in managing bullying and harassment. The procedure will also explain what steps individuals can take if they encounter such behaviours.

It is important for staff to be aware that bullying and harassment will not be tolerated. Such behaviours will be treated in accordance with disciplinary policies and procedures, an outcome of which may result in dismissal.

Complaints relating to sexual misconduct can be brought at any time, without any indicative time limit.

The College also has a legal responsibility to ensure the health and safety of staff and provide a working environment which is free from unlawful discrimination. All individuals have a responsibility to respect the feelings and sensibilities of others in the workplace, and to behave in a way which does not cause offence.

**2. Legislative framework/related policies**

- 2.1. Employment Rights Act 1996
- 2.2. Equality Act 2010
- 2.3. The Protection from Harassment Act 1997
- 2.4. The Human Rights Act 1998
- 2.5. The Health & Safety at Work Act 1974
- 2.6. [EU-UK General Data Protection Regulation 2016/679](#)
- 2.7. [UK Data Protection Act 2018](#)
- ~~2.6-2.8.~~ Staff Disciplinary Procedure
- ~~2.7-2.9.~~ Staff Grievance Procedure
- ~~2.8-2.10.~~ Staff Code of Conduct Policy
- ~~2.9.~~ [Inverness College's Guidance for Managers in Challenging Inappropriate Behaviour](#)
- ~~2.10-2.11.~~ Inverness College's Guidance for Staff in Challenging Inappropriate Behaviour

Commented [CF1]: Will review as is guidance dated 2009

**3. Scope**

- 3.1. The Dignity in the Workplace Policy applies to all Staff.

**4. Compliance**

- 4.1. This policy and procedure must be complied with and it 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.
- ~~5.1-5.2.~~ –Appropriate procedures for monitoring and evaluation are the responsibility of the lead officer. These procedures will be subject to audit by the Quality Unit.

**6. Review**

- 6.1. The policy and procedures will be reviewed ~~annually in May to every 3 years or sooner, to ensure it meets with~~ continue to meet College requirements and ~~within the any~~ legislative ~~framework changes, and to~~ ensure currency of content.





Step 3

No Action to be taken

Summary of EIA Outcome – please tick

- No further action to be carried out
- Amendments or changes to be made
- Proceed with awareness of adverse impact
- Abandon process – Stop and Rethink

Please forward completed EIA forms to the  
Quality Unit

<b>Subject/Title:</b>	Talent Management
<b>Author:</b> [Name and Job title]	Georgie Parker, Assistant Principal – Operations and External Relations Scott Strachan, HR Consultant Nicola Quinn, HR Manager
<b>Meeting:</b>	HR Committee
<b>Meeting Date:</b>	11 November 2021
<b>Date Paper prepared:</b>	02 November 2021
<b>Brief Summary of the paper:</b>	To provide an update to the Committee on the draft talent management framework which is being developed.
<b>Action requested:</b> [Approval, recommendation, discussion, noting]	Noting and discussion.

## Item 04

<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"/> <b>risk management</b> <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:		
<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)		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 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/web/FILES/Public\\_Interest\\_Test.pdf](http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf)

<b>Subject/Title:</b>	National Bargaining
<b>Author:</b> [Name and Job title]	Nicola Quinn, HR Manager
<b>Meeting:</b>	Human Resources Committee
<b>Meeting Date:</b>	11 November 2021
<b>Date Paper prepared:</b>	02 November 2021
<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]	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)
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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>	Hybrid Working
<b>Author:</b> [Name and Job title]	Georgie Parker, Assistant Principal – Operations and External Relations
<b>Meeting:</b>	HR Committee
<b>Meeting Date:</b>	11 November 2021
<b>Date Paper prepared:</b>	02 November 2021
<b>Brief Summary of the paper:</b>	To provide an update to the Committee on Hybrid Working.
<b>Action requested:</b> [Approval, recommendation, discussion, noting]	Noting and discussion.

## Item 06

<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"/> <b>risk management</b> <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:		
<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)		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 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)

<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>	11 November 2021
<b>Date Paper prepared:</b>	01 November 2021
<b>Brief Summary of the paper:</b>	<p>This paper provides an update on the Professional Development activities for the first quarter of academic year 2021-22 including –</p> <ul style="list-style-type: none"> <li>• Funding applications from staff</li> <li>• Registration of lecturers with General Teaching Council Scotland (GTCS)</li> <li>• Implementation of the new Professional Review &amp; Development (PRD) policy and procedures</li> </ul>
<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:



## Item 08

<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.	
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 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 for the first quarter of academic year 2021-22.

## Main body of information

### 1. Funding applications from staff – first quarter

Applications from staff for funding to attend short courses and conferences have increased for this quarter in comparison to last year, but remain lower than prior to the Covid pandemic. The figures below give an indication of funded activities but staff also engaged in in-house and other no cost professional learning that is not included here.

2019/20		2020/21		2021/22	
Lecturers & Research	Professional Services	Lecturers & Research	Professional Services	Lecturers & Research	Professional Services
21	19	6	9	13	19

Applications for funding for additional qualifications have remained steady and will be reported on at the end of the next quarter to capture semester 2 starts.

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

In October Inverness College provided contact details to GTCS of 126 permanent lecturers who meet the current criteria for registration. GTCS have now invited these staff to register and are working through this process.

A number of other lecturers cannot register yet as they do not meet the current GTCS criteria for registration. However, there will be no detriment to these staff and we will continue to engage with them while we await changes to the criteria. GTCS have now opened consultation on registration, including criteria for lecturer registration. This is available for comment at [Our Consultations | General Teaching Council for Scotland \(gtcs.org.uk\)](https://www.gtcs.org.uk/our-consultations) and remains open until 5 January 2022.

The UHI GTCS validation event will take place on 9 November and 11 Inverness College managers and lecturers will participate in discussion panels on the new Professional Development & Review (PRD) policy and how this relates to GTCS registration and professional standards.

### 3. Implementation of new Professional Development & Review (PRD)

As part of the implementation of the new Professional Development & Review (PRD) policy, almost all Inverness College managers, team leaders and supervisors have now been trained on procedures relating to conducting the new style PRDs. The training was rolled out to 49 managers during October with further sessions held for staff teams.

An information briefing on the new PRDs will be circulated to all staff via email in w/c 1 November and all PRDs taking place will now use the new process. Completion rates of PRDs will be reported by the HR manager on a quarterly basis.

#### **4. Introduction of tool to make learning and teaching accessible to all**

UHI have recently introduced new software called Blackboard Ally to the Brightspace Virtual Learning Environment. This software gives students options on how they review their learning materials and supports staff to create more accessible content.

The Professional Development team are currently delivering a programme of training on this new tool for all lecturers and users of Brightspace.

#### **Conclusion**

This has been a busy quarter for professional development activity across all areas of the College. Supporting staff remains a priority and it has been encouraging to see staff engaging in a variety of professional learning activities as well as lunchtime yoga sessions and other activities relating to their wellbeing.

Priorities for the next quarter include taking forward a new project that will focus on the enhancement of learning and teaching.

<b>Subject/Title:</b>	Human Resources Report Quarter 1 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>	11 November 2021
<b>Date Paper prepared:</b>	02 November 2021
<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]	Confidential		
<b>Freedom of Information</b> 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.			
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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 confidence actionable in court (S36)	
Its disclosure would constitute a breach of the Data Protection Act (S38)		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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<b>Subject/Title:</b>	Access to Work's Mental Health Support Service
<b>Author:</b> [Name and Job title]	Nicola Quinn, HR Manager
<b>Meeting:</b>	HR Committee
<b>Meeting Date:</b>	23 September 2021
<b>Date Paper prepared:</b>	15 September 2021
<b>Brief Summary of the paper:</b>	To provide an update to the Committee on Access to Work's Mental Health Support Service.
<b>Action requested:</b> [Approval, recommendation, discussion, noting]	Noting and discussion.

## Item 10

<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"/> <b>risk management</b> <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:		
<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)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	√
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<b>Subject/Title:</b>	Half Yearly Employment Law Update
<b>Author:</b> [Name and Job title]	Nicola Quinn, HR Manager
<b>Meeting:</b>	HR Committee
<b>Meeting Date:</b>	11 November 2021
<b>Date Paper prepared:</b>	02 November 2021
<b>Brief Summary of the paper:</b>	This paper sets out a summary of the key employment law developments and proposed future changes over the last 6 months.
<b>Action requested:</b> [Approval, recommendation, discussion, noting]	Noting and 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"/> <b>compliance</b></li> <li><input type="checkbox"/> partnership services</li> <li><input type="checkbox"/> <b>risk management</b></li> <li><input type="checkbox"/> strategic plan</li> <li><input type="checkbox"/> new opportunity/change</li> </ul>	
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## Item 11

<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)		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 confident actionable in court (s36)	
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and [http://www.itspublicknowledge.info/web/FILES/Public\\_Interest\\_Test.pdf](http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf)

## HR Committee

<b>Subject/Title:</b>	<b>Scottish Funding Council Review Update</b>
<b>Author:</b> [Name and Job title]	Assistant Principal Student Experience & Quality, Lindsay Snodgrass
<b>Meeting:</b>	HR Committee
<b>Meeting Date:</b>	11 <sup>th</sup> November 2021
<b>Date Paper prepared:</b>	29 <sup>th</sup> October 2021
<b>Brief Summary of the paper:</b>	<p>This paper provides an overview of the college response to the SFC 'Call for Information' in Feb'21 and the subsequent updates to a variety of our policies and procedures, including:</p> <ul style="list-style-type: none"> <li>• Staff Recruitment and Selection</li> <li>• Dignity in the Workplace Policy</li> <li>• Complaints</li> <li>• Information Security Acceptable Use Policy</li> <li>• Staff Code of Conduct</li> </ul>
<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	<ul style="list-style-type: none"> <li>- Risk management</li> <li>- Compliance</li> </ul>
<b>Resource implications:</b>	<b>No</b>
<b>Risk implications:</b>	<b>Yes</b> Organisational and safeguarding risks in not updating our policies, processes, and procedures
<b>Equality and Diversity implications:</b>	<b>Yes</b> Changes made are related to and support the fair treatment of staff and students
<b>Consultation:</b>	Staff consultation taken place on specific policies and procedures and engagement with trade unions through JCC

## Item 12

[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.			
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

All Scottish colleges and universities were asked to conduct a review of internal policies and procedures, following a 'Call for Information' issued by the Scottish Funding Council on 11th February 2021 ("The Call"). Following a review, *The Call* required all institutions to report their findings and identified next steps to the SFC.

The Call follows the conviction of Kevin O’Gorman in 2019 for a range of offences, the majority of which related to sexual assault against students committed between 2006 and 2014. During this period, O’Gorman had been employed by the University of Strathclyde and subsequently by Heriot-Watt University. Following O’Gorman’s arrest and conviction in 2019, both Universities commissioned independent QC-led enquiries into their employment of O’Gorman. In particular, the report commissioned by the University of Strathclyde focused on the University’s handling of past complaints of sexual misconduct made against O’Gorman during his period of employment. The report commission by Heriot-Watt University focused on the University’s recruitment of O’Gorman, the collation of complaints concerning O’Gorman and his subsequent dismissal.

## Inverness College Response

Both reports made a number of recommendations. This led to a review of a number of Inverness College policies and procedures, which were identified as being relevant to the findings and recommendations of the university reports. **A review of the following policies and procedures was undertaken in April '21** against the key findings and recommendations of both the reports:

- ***Staff Recruitment and Selection Policy and Procedure;***
- Staff Disciplinary Policy and Procedure;
- Staff Grievance Policy and Procedure;
- ***Staff Code of Conduct Policy and Procedure;***
- ***Dignity in the Workplace Policy and Procedure for Staff;***
- Complaints Policy;
- ***Complaints Handling Procedure;***
- ***Information Security & Acceptable Use Policy;***
- Safeguarding Policy and Procedure;
- Promoting a Positive Learning Environment;
- ***PVG Scheme Procedure for New and Existing Staff;***
- PVG Scheme Procedure for External Support Workers

## Item 12

Our review identified that an update of specific policies and procedures (identified above in bold italics) would be beneficial and to ensure we meet the recommendations contained within both reports. A subsequent action plan was devised, and the college reported its findings to the SFC and shared the action plan in May '21. Since then, our action plan has guided a significant piece of work, which we are now nearing the end of. We have experienced some delays to our timeline for the Code of Conduct and the intended Staff Social Media Policy due to a volume of feedback through staff consultation and JCC on these. We have taken the decision to incorporate staff guidelines on the use of social media within our Code of Conduct, instead of creating a separate policy, and this will come back through our approval process in due course. This has also resulted in a re-work of the Information Security Acceptable Use Policy being required as well. Both

It is anticipated the majority of this work stream will be closed off by the end of this calendar year with the outstanding Staff Code of Conduct Policy and Procedure and the Information Security Acceptable Use Policy coming through final approval in March '22.

The college have adopted all the recommendations contained within the Strathclyde and Herriot-Watt reports and as such are committed to providing a safe and welcoming environment to all students, staff, and visitors.

Aspect	Stages of Approval	Anticipated Publication
<b>Staff Recruitment and Selection Policy and Procedure</b>	<ul style="list-style-type: none"> <li>• Approved by PPRP on 12/8/21.</li> <li>• JCC feedback on 30/9/21</li> <li>• Policy &amp; Procedure available for staff consultation until 30/9/21.</li> <li>• EMT Committee in October</li> <li>• HR BoM Committee on 11/11/21 (policy only)</li> <li>• Full BoM Committee on 7/12/21 (policy only)</li> </ul>	Dec '21
<b>Dignity in the Workplace Policy and Procedure</b>	<ul style="list-style-type: none"> <li>• Approved by PPRP on 12/8/21.</li> <li>• JCC feedback on 30/9/21</li> <li>• Policy &amp; Procedure available for staff consultation until 30/9/21.</li> <li>• EMT Committee in October</li> <li>• HR BoM Committee on 11/11/21 (policy only)</li> <li>• Full BoM Committee on 7/12/21 (policy only)</li> </ul>	Dec '21
<b>PVG Scheme (Staff) Procedure</b>	<ul style="list-style-type: none"> <li>• Approved by PPRP on 12/8/21.</li> <li>• JCC feedback in June '21</li> <li>• Policy &amp; Procedure available for staff consultation in June '21.</li> <li>• EMT Committee in October</li> <li>• Revised procedure to be published by 20/12/21</li> </ul>	Dec '21
<b>Staff Code of Conduct Policy and Procedure</b>	<ul style="list-style-type: none"> <li>• Approved by PPRP on 12/8/21</li> <li>• Additions/amendments related to Staff Social Media</li> </ul>	March '22

## Item 12

<p><b>(Including new staff guidance on use of social media)</b></p>	<p>Policy &amp; Procedure. Staff Social Media P&amp;P to now be incorporated into the Staff Code of Conduct Policy &amp; Procedure.</p> <ul style="list-style-type: none"> <li>• Code of Conduct to be re-reviewed and submitted back to PPRP.</li> <li>• Followed by staff consultation JCC</li> <li>• Intention to submit to EMT Committee in February '22.</li> <li>• HR BoM Committee March '22 (policy only).</li> <li>• Full BoM end March '22 (policy only).</li> </ul>	
<p><b>Complaints Policy and Complaints Handling Procedure</b></p>	<ul style="list-style-type: none"> <li>• Approved by PPRP on 12/8/21.</li> <li>• EMT Committee Approval in August.</li> <li>• UHI sent revised common policy document for liaising with SPSO &amp; SFC</li> <li>• Revised procedure published by 30/9/21.</li> </ul>	<p>Nov '21</p>
<p><b>Information Security Acceptable Use Policy</b></p>	<ul style="list-style-type: none"> <li>• Approved by PPRP on 12/8/21.</li> <li>• EMT Committee Approval in August.</li> <li>• Impacted by changes to Staff Social Media P&amp;P (and Code of Conduct).</li> <li>• Will be re-reviewed based on Staff Code of Conduct updates then resubmitted to PPRP, EMT (Feb 22), Audit BoM (Mar 22) and Full Board (Mar 22).</li> </ul>	<p>March '22</p>

[Link to Strathclyde University report](#)

[Link to Herriot-Watt University report](#)