

UHI | INVERNESS

Meeting	Human Resources Committee
Date and time	Thursday 16 November at 8.30 a.m.
Location	Virtually – via Microsoft Teams

Governance Officer
24 October 2023

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 14 September 2023
 - b) Confidential Note of the Human Resources Committee (CN-HR01-092023) held on 14 September 2023
 - c) Confidential Note of the Human Resources Committee (CN-HR02-092023) held on 14 September 2023
 - d) Confidential Note of the Human Resources Committee (CN-HR03-092023) held on 14 September 2023

2. **OUTSTANDING ACTIONS**
Action List

ITEMS FOR DISCUSSION

3. **PROFESSIONAL DEVELOPMENT UPDATE**
Report by Professional Development Manager

4. **EMPLOYEE RELATIONS (CONFIDENTIAL)**
Report by Vice-Principal Operations and External Relations
Report by HR Manager

5. **NATIONAL BARGAINING / JOB EVALUATION (CONFIDENTIAL)**
Report by HR Manager

6. **HUMAN RESOURCES – QUARTER 1 REPORT 2023/24
(CONFIDENTIAL)**
Report by HR Manager
 7. **FINANCE FUNCTION RESOURCING (CONFIDENTIAL)**
Report by HR Manager
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ITEMS FOR NOTING

8. **AOCB**
9. **DATE OF NEXT MEETING – 14 March 2024 at 8.30 a.m.**

If any member wishes to add an item of business to the Agenda, please inform the Chair and the Governance Officer 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.

UHI | INVERNESS

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

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

The Governance Officer confirmed that this meeting was quorate.

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

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

1. MINUTES

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

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

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

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

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

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

2. OUTSTANDING ACTIONS

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

3. REVIEW OF SUB STRATEGY – TALENT MANAGEMENT STRATEGY

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

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

The Committee welcomed this methodical and analytical approach.

The HR Manager joined the meeting.

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

4. PROFESSIONAL DEVELOPMENT UPDATE

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

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

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

The Committee thanked the Professional Development Manager for this update.

5. TALENT MANAGEMENT UPDATE

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

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

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

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

Donald MacKenzie left the meeting.

The Committee thanked the Professional Development Manager for this update.

The Professional Development Manager left the meeting.

6. FAIR WORK – EMPLOYER SUPPORT TOOL

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

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

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

7. STAFF CONSULTATIVE FORUM

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

8. CONFIDENTIAL HR UPDATE

Mandy Armstrong, Anderson Strathern joined the meeting.

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

Mark Sheridan joined the meeting.

Mandy Armstrong, Anderson Strathern left the meeting.

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

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

13. AOCB

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

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

Signed by the Chair: _____

Date: _____

Outstanding Actions

March 2022				
Shared Finance Service	<p>March 2023 Update: The Committee was advised that the merger college were advertising for a Finance Director and work was being undertaken to identify how this would work in terms of our Shared Financial Service. The Principal to keep the Chair of the Board of Management updated on the situation.</p> <p>June 2023: The Principal is continuing to liaise with the Principal Designate for UHI North, West and Hebrides.</p> <p>The Shared Finance System is back out for procurement.</p>	Principal		September 2023
September 2023				
Review of Talent Management Strategy	Board Members will be given access to the strategy review document.	VP – OER		September 2023

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Subject/Title:	Professional Development update
Author: [Name and Job title]	Fiona Gunn, Professional Development Manager
Meeting:	HR committee
Meeting Date:	16 November 2023
Date Paper prepared:	9 November 2023
Brief Summary of the paper:	This paper provides a brief update on Professional Development activities in semester 1 of 2023/24, including the participants selected for the Enquiring Minds research programme, new training for Personal Academic Tutors and Duty Managers.
Action requested: [Approval, recommendation, discussion, noting]	Discussion

Link to Strategy: 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	Links to strategic objectives: <ul style="list-style-type: none"> To ensure the professional practice of all staff is aligned to sector standards, industry best practice and our values. 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.
Resource implications:	No
Risk implications:	No If yes, please specify: Operational: Organisational:
Equality and Diversity implications:	No If yes, please specify:
Student Experience Impact:	Yes If yes, please specify: Staff professional development, GTCS registration and learning & teaching enhancement impact on the student experience.

Consultation: [staff, students, UHI & Partners, External] and provide detail	N/A		
Status – [Confidential/Non confidential]	Non confidential		
Freedom of Information Can this paper be included in “open” business* [Yes/No]	Yes		
*If a paper should not 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)	

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

Purpose

This paper provides a brief update on Professional Development activities in semester 1 of 2023/24, including the participants selected for the Enquiring Minds research programme, new training for Personal Academic Tutors and Duty Managers.

Main body of information

1. The Enquiring Minds research programme

The new Enquiring Minds scheme was launched in September to encourage staff to engage in research by exploring a small research question related to their curriculum or professional services area. The aim is to enhance the curriculum or student experience and also build the staff member's capacity and confidence in research. Response to the scheme was encouraging and the panel agreed to support eleven projects on a wide range of topics in 2023/24. Five projects will be undertaken by staff from curriculum teams and six by staff from professional services teams. Outputs will be shared with all staff through an event in May/June 2024 and recommendations and innovations will be implemented afterwards.

What motivates individuals to be invested in protecting the environment?	Heather Corpe
How can we use body language to improve communication for learning & teaching?	Kirsten Grant Craig Lowther
How can the EMS support the staff research pathway?	Fiona Gunn
Explore the potential for context-heavy corpus of TED talks related to vocabulary for ESOL and other students?	Keith Lay
Explore the importance & future prospects of Access to Nursing courses	Chris Lemon
Investigate student use of in-person appointments at The Bothy	Charlotte Luke
How can development opportunities for Professional Services staff be promoted using SharePoint?	Aimie MacKay
Can we develop a standalone chatbot to answer staff queries on technology?	Fiona McConnell
What motivates people to enter a business competition?	Helen Miller
Explore how AI can enhance teaching & learning, including potential benefits and drawbacks	Steven O'Connor
Explore chatbots & the use of AI to assist students find information easily	Martin Robinson

2. Training for Personal Academic Tutors

The role of Personal Academic Tutor (PAT) is key to supporting our Higher Education students. Their main functions include:

- Provide an informed response to academic study queries
- Provide the essential first point of contact when a student raises a concern
- Encourage students to engage with the support services as required
- Withdraw/suspend/transfer a student if the need arises

A number of new PATs were appointed in 2023/24 and a comprehensive training programme was designed to support them in their role and provide a refresher for existing PATs. Training covered the role of the PAT, key information on the range of student support available at UHI Inverness and the various processes used to track and manage student engagement. Feedback from the sessions was positive and next steps have been put in place to provide further support for PATs via a dedicated MS Teams site and the opportunity to engage in SharePoint training.

3. Duty Manager training

All managers and team leaders at UHI Inverness undertake the Duty Manager role on a rota basis. The Duty Manager is responsible to oversee the activities of the campus building and surroundings. They support the Reception staff, the Estates and Campus Services staff and any other member of staff or students with incident management, first aid calls, health and safety incident reporting. In October new guidelines were developed for Duty Managers and this was followed up with training to cover relevant scenarios and practical aspects of the role such as management of the fire alarm system. Six sessions were offered to staff and 40 out of 44 managers have now been trained.

Conclusion

There is a continued focus on the development of all staff through provision of a wide range of opportunities. These include training courses, leadership development, professional registration and opportunities to engage in research activity.