

UHI | INVERNESS

MINUTES of the MEETING of the HUMAN RESOURCES COMMITTEE held via Microsoft Teams on Thursday 16 November 2023

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

The Governance Officer confirmed that this meeting was quorate.

The Chair welcomed everyone to the meeting, apologies were noted.

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 14 September 2023

Decision: The Minutes of the Human Resources Committee held on 14 September 2023 were **AGREED** as a correct record and were **APPROVED**.

b.) Confidential Note (CN-HR01-092023) of the Human Resources Committee held on 14 September 2023

Decision: The Confidential Note (CN-HR01-092023) of the Human Resources Committee held on 14 September 2023 was **AGREED** as a correct record and was **APPROVED**.

c.) Confidential Note (CN-HR02-092023) of the Human Resources Committee held on 14 September 2023

Decision: The Confidential Note (CN-HR02-092023) of the Human Resources Committee held on 14 September 2023 was **AGREED** as a correct record and was **APPROVED**.

d.) Confidential Note (CN-HR03-092023) of the Human Resources Committee held on 14 September 2023

Decision: The Confidential Note (CN-HR03-092023) of the Human Resources Committee held on 14 September 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).
Niall McArthur has been appointed as the new Director of Finance and will start in his role on 15 January 2024.
- Review of Talent Management Strategy - Board Members will be given access to the strategy review document.

3. PROFESSIONAL DEVELOPMENT UPDATE

The Enquiring Minds research programme

Vice Principal – Student Experience and Quality spoke to report provided by Professional Development Manager. The report provided 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. The Enquiring Minds programme is a unique research opportunity offered to academic and professional services staff, and all projects are reflective about UHI Inverness and future objectives. It has been added that CDN also expressed interest in this scheme.

Committee members congratulated UHI Inverness on this successful project and expressed interest in a number of projects presented.

Training for Personal Academic Tutors

A number of academic staff had been appointed as new Personal Academic Tutors to HE and Degree students. These posts are critical first points of contact for students and extensive piece of training has been put together and provided to them.

Committee members enquired if there is a long-term plan in place to retain all PATs allocated this year, even if the credit situation changes. Vice Principal – Student Experience and Quality confirmed that there is a long-term plan in place to provide all students with PATs as UHI Inverness has recognised the importance of pastoral support.

Duty Manager training

Due to recent changes to fire regulations and the role itself, a refresher training had been provided to all Duty Managers by the Health, Safety, And Sustainability Manager.

4. EMPLOYEE RELATIONS

The Committee were provided with a confidential update in respect of an Employee Relations report (CN-HR01-112023).

5. NATIONAL BARGAINING / JOB EVALUATION

The Committee were provided with a confidential update in respect of a National Bargaining / Job Evaluation report (CN-HR02-112023).

6. HUMAN RESOURCES – QUARTER 1 REPORT 2023/24

The Committee were provided with a confidential update in respect of a Quarter 1 Report 2023/24 (CN-HR03-112023).

7. FINANCE FUNCTION RESOURCING

The Committee were provided with a confidential update in respect of a Finance Function Resourcing report (CN-HR04-112023).

8. AOCB

Nothing raised.

9. DATE OF NEXT MEETING – Thursday 14 March 2024 at 08.30am.

Signed by the Chair:



Date: 08-03-2024