

<b>Committee</b>	Human Resources Committee		
<b>Date paper prepared</b>	16/02/2026	<b>Date of committee meeting</b>	25/02/2026
<b>Subject</b>	Rolling schedule for review and update of HR policies		
<b>Author</b>	Vicky Ferguson, Director of People and Culture		
<b>Action requested</b>	I. Approval sought		
<b>Purpose of the paper</b>	<p>This paper sets out:</p> <ol style="list-style-type: none"> <li>1. A proposed rolling schedule for review and update of HR policies.</li> <li>2. Recommendations for Committee approval regarding governance, prioritisation and consultation.</li> </ol>		
<b>Summary of the paper</b>	<p>Proposed HR Policy Review Schedule (2026–2027)  To manage workload and ensure effective consultation, a phased approach is proposed.</p> <p>Phase 1 – High Legal Risk (Immediate – April - June 2026)</p> <p>Phase 2 – Family and Equality (April – September 2026)</p> <p>Phase 3 – Conduct and Governance (July - December 2026)</p> <p>Phase 4 – Consolidation and Harmonisation (January – February 2027)</p>		
<b>Consultation</b>	Executive Leadership Team and Human Resources Team members		
<b>Resource implications</b>	Significant HR resources will be required		
<b>Risk implications</b>	<p>Non-compliance with new legislation</p> <p>Increased claims due to day-one unfair dismissal</p> <p>Workforce uncertainty</p> <p>Operational disruption</p>		
<b>Link with strategy</b>	This report has a direct link with the People and Culture strategy		

<p><b><u>Equality, Diversity, and Inclusion</u></b></p>	<p>Ensuring our documents can be read and understood by everyone, including people with disabilities or impairments, is a legal requirement under the Equality Act 2010.</p>
<p><b>Island Community Impact</b></p>	<p>Not required</p>
<p><b>Paper status</b></p>	<p><input checked="" type="checkbox"/> <b>Open</b> – The paper may be circulated to non-members of the committee and published online without restriction.</p> <p><input type="checkbox"/> <b>Restricted</b> – The paper must not be circulated to non-members or published online until after the committee meeting.</p> <p><input type="checkbox"/> <b>Confidential</b> – The paper must not be circulated beyond the committee members and should not be published online. Some information is considered commercially sensitive. [Please note papers may still be subject to Freedom of Information requests – see below].</p>
<p><b><u>Freedom of information</u></b></p>	<p>Open</p>

# Schedule of HR Policies and Implications of the Employment Rights Act 2025

## Purpose of Paper

This paper sets out:

- A proposed rolling schedule for review and update of HR policies.
- Anticipated amendments required as a result of the UK Government's Employment Rights Act 2025.
- Recommendations for Committee approval regarding governance, prioritisation and consultation.

## Context

The Employment Rights Act 2025 represents the most significant change to UK employment law in recent years.

As a further and higher education institution operating across multiple campuses and employing a diverse workforce UHI North, West and Hebrides must ensure:

- Legal compliance
- Clear, fair, and consistently applied policies
- Risk mitigation (legal, financial, and reputational)

## Proposed HR Policy Review Schedule (2026–2027)

To manage workload and ensure effective consultation, a phased approach is proposed.

### Phase 1 – High Legal Risk (Immediate – April - June 2026)

- Probation Policy
- Disciplinary and Dismissal Policy
- Capability Policy
- Flexible Working Policy
- Casual Worker Arrangements

### Phase 2 – Family and Equality (April – September 2026)

- Maternity, Paternity and Shared Parental Leave Policies
- Parental Leave Policy
- Adoption Leave Policy
- Redundancy Policy (protected status alignment)
- Equality, Diversity and Inclusion Policy

### Phase 3 – Conduct and Governance (July - December 2026)

- Dignity at Work / Anti-Harassment
- Whistleblowing Policy
- Trade Union Facilities Agreement
- Grievance Policy

#### Phase 4 – Consolidation and Harmonisation (January – February 2027)

- Policy formatting and consistency review
- Manager guidance toolkit
- HR training programme aligned to revised framework

#### Governance and Consultation

All policy revisions will:

- Be subject to legal review where appropriate
- Be consulted upon with recognised trade unions
- Be equality impact assessed
- Be presented to HR Committee for approval prior to implementation

Given the volume of anticipated changes, the HR Committee may wish to delegate minor technical amendments (e.g., statutory wording updates) to the Executive Leadership Team in consultation with the Chair of HR Committee, reserving substantive policy shifts for full Committee approval.

#### Risks

Risk	Mitigation
Non-compliance with new legislation	Phased review schedule and legal input
Increased claims due to day-one unfair dismissal	Enhanced manager training and documentation
Workforce uncertainty	Clear communication and early engagement with unions and staff
Operational disruption	Staggered implementation

---

## 7. Recommendations

The HR Committee is invited to:

1. **Approve** the proposed phased HR policy review schedule.
2. **Note** the anticipated impact of the Employment Rights Act 2025.
3. **Agree** delegated authority for minor statutory updates where required.

4. **Request** quarterly progress reports on implementation.