

UHI | NORTH, WEST AND HEBRIDES
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MINUTES OF THE MEETING OF THE HUMAN RESOURCES COMMITTEE

Chair – Chris Alliston

Tuesday, 3rd June 2025 at 4.15 pm via Microsoft Teams

Committee Members Present

Chris Alliston, Committee Chair & Independent Board Member

Derek Lewis, Chair of the Board of Management (via telephone)

Ian MacEachern, Independent Board Member

Lydia Rohmer, UHI NWH Principal & CEO

Neil Hope, Independent Board Member & Vice Chair Board of Management

Also Present

Jim Hutton, Health and Safety Officer

Vicky Ferguson, Director of People & Culture

Ellen Campbell, Board Secretary

1. QUORUM & APOLOGIES

The meeting was quorate.

2. Declarations of interest

No declarations were made.

3. Minutes approved from previous meeting, 12th March 2025

Approved

Update since last meeting: A long service award system was reported to be in place for the college.

Health & Safety – Jim Hutton (JH)

There had been a change of fire consultant to Scott Doherty, SD Fire Safety, ensuring that the college would be compliant with hybrid emergency fire action plans and current legislation on fire (risk assessments etc). Fire warden and awareness training was ongoing. There had been efforts to make testing logs fully visible on SharePoint. Training of competent people in all areas was under discussion with a view to achieving IOSH accreditation. A Work-related stress policy (WRS) was in place. Legislation updates included Martyn's Law (terrorism) and further government guidance would be forthcoming.

There had been an increase in accident reporting – 13 accidents, 6 near misses, all had been thoroughly investigated and acted on. One serious incident had involved a teaching member of staff being held by the hair for approximately 30 minutes. There had been no police involvement.

Defibrillators may incur some extra costs. There would be £10k costs incurred if the college continued with Risk-ex, however, working in partnership with Inverness college, an MS Forms reporting system may be a viable, much cheaper option.

Noted

1630 JH Left

Policy tracker, Sophie Dunnett (SD)

A RAG rating system had been approved at the March 2025 Board. A monthly update was provided to the A&RM Committee as to what had been approved or moved through the system. Red meant that a policy would need to be put through committees and / or potentially Board dependent on the level of change required. An HR officer had been tasked to assist on HR policy issues.

NWH underwent a revisit from LANTRA (the awarding body) due to missing policies. There was concern that, without addressing these issues, the college could face further consequences. This was an audit requirement to prove that policies were in place for the Organisation. Some policies were legacy and needed minor updates.

Noted as a risk though not for the corporate risk register.

Action – SD –The Chair requested a listing of all HR policies under review and their progress status.

1645 SD Left

Confidential item

Withheld

People and culture strategy – Vicky Ferguson (VF)

There continued to be regular communication with staff through staff ambassadors and staff forums, at times attracting 120 participants on these calls. Proposals on the structure continued to be discussed with Unions. Staff appraisals were scheduled to be conducted every September. Effective communications with Trade Unions had been progressing with regional and local representative contacts being sought. The performance management policy and procedure had been agreed. The planned staff conference may not be possible due to logistics and costs. The HR department had been conducting roadshow visits to sites within the NWH footprint.

It would take time to engender a new college wide culture to move forward as a single entity, there was still work to be done and issues to be addressed. NWH had an extremely good benefits and pension package in place.

Noted

Confidential item

Withheld

Terms of Reference for review

Reviewed with minor changes requested to abbreviated items.

AOB

None

Meeting closed 1748