

UHI | NORTH, WEST AND HEBRIDES A TUATH, AN IAR IS INNSE GALL

MINUTES OF THE MEETING OF THE HUMAN RESOURCES COMMITTEE held on Wednesday 29th November 2023 at 4.15 pm over Microsoft Teams

Present	Chris Alliston, Committee Chair Lydia Rohmer, Principal Neil Hope, Board Vice Chair Ian MacEachern, Independent Member Derek Lewis, Board Chair
In attendance	Vicky Ferguson, Director of Human Resources Fiona Sinclair, Board Secretary and Governance Professional Flora Miller, Principal's Personal Assistant

Meeting minutes

1. Welcome and Apologies for absence

The Committee Chair welcomed members to the meeting. There were no apologies for absence.

2. Declaration of interests or connections

Members were invited to declare an interest, either financial or non-financial in any item on the Agenda and were reminded that they should declare an interest as early as possible during the meeting. Members were also invited to declare a connection which did not amount to an interest in any item on the Agenda where in the interests of transparency they considered it appropriate to do so. The Committee was reminded that the Register of Board Members' Interests had been circulated with the Agenda for the Board Meeting on 1st August, and had been published on the UHI North, West and Hebrides website. There were no declarations.

3. Human Resources Committee Terms of Reference

There had been circulated report HR1123/3 comprising the Terms of Reference of the Committee. The Committee noted the Terms of Reference.

The HR Director's report HR1123/04 was noted by the Committee, and the following items of business, Items 3 to 8 were discussed as follows:

Update from RICM Shadow Local Joint Consultative Committee

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Agenda Item HR0224/03

The Committee noted that the JCC meeting meets fortnightly, and there had been discussion about having one academic calendar across the whole college. A compromise was being agreed between academic and support staff on the subject of public holidays.

The Director asked the Committee for a view on long service awards and the Committee indicated that they recognised the value in a Long Service Award Scheme and requested that a report on the matter would come to a future meeting and that account would be taken of the sensitivities of making long service award announcements around the time of the Voluntary Severance Scheme.

There had also been discussion about the curriculum review and a more detailed paper on this would be circulated to the committee. The next meeting of the Shadow LJCC would take place on 7th December.

Living Wage

It was noted that all three merging partner colleges had been Living Wage providers and that UHI North, West and Hebrides was a Living Wage provider too.

National Bargaining Update

The Committee noted the disappointing position as set out in the report.

HR KPIs - Absence (Short term/Long Term); Turnover

The Committee noted the list of posts where there had been a resignation from posts. The Committee agreed that in future rather than have the list of posts, there would be a report on percentage turnover, and overview of whether staff resigning were academic or support staff.

Percentages and trends were the preferred option rather than numbers and posts, with information on new recruits as well as resignations.

In relation to staff recruitment the Committee noted that vacant posts were scrutinised at ELT as part of a Vacancy Management System and were only replaced on a fixed term basis. Savings were reported in a Financial Sustainability Report approved by the Board.

It was also agreed that in relation to sickness absence a note of the average number of lost days per staff member would be useful as well as a percentage time lost would be helpful PI and ideally a comparisons with other establishments within the sector where possible.

Voluntary Severance Scheme

The Committee noted that the scheme had been rolled out to staff on 13th November 2023, that the Communications Team were doing an excellent job in promotion however it was too early to say how many staff were likely to accept an offer under the scheme.

Maternity Payments

The Committee noted the variation in the maternity provisions for staff across the three merging partner colleges which continued beyond merger for staff who were employed by one of the three merging partners, and that there was no time limit on these legacy rights. It was agreed to look at all terms and conditions of employment holistically and not make any

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decision on maternity pay in isolation. There was a requirement to understand the financial impact of harmonisation, and the impact on staff.

There being no further business the Chair closed the meeting and thanked the Governance Professional for her work over her three years in post. The Board Chair and Principal echoed the Committee Chair's sentiments.