

# UHI | INVERNESS

Meeting	Human Resources Committee
Date and time	Thursday 13 March 2025 at 8.30 a.m.
Location	Virtually – via Microsoft Teams

Governance Officer

29 January 2025

## AGENDA

### Welcome and Apologies

**Declaration of Interests and/or any Statement of Connections or Transparency Statements.**

### CREATIVE SPACE COLLABORATIVE LEADERSHIP PROGRAMME Report by Professional Development Manager

## ITEMS FOR DECISION

### 1. MINUTES

- a) Draft minutes of the meeting of the Human Resources Committee held on 19 November 2024
- b) Draft Confidential Note of the Human Resources Committee held on 19 November 2024 (CN-HR01-112024)
- c) Draft Confidential Note of the Human Resources Committee held on 19 November 2024 (CN-HR02-112024)
- d) Draft Confidential Note of the Human Resources Committee held on 19 November 2024 (CN-HR03-112024)

### 2. OUTSTANDING ACTIONS - none Action List

## ITEMS FOR DISCUSSION

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

4. **NATIONAL BARGAINING / JOB EVALUATION (CONFIDENTIAL)**  
Report by HR Manager
  5. **HUMAN RESOURCES – QUARTERS 1 & 2 REPORT 2024/25 (CONFIDENTIAL)**  
Report by HR Manager
  6. **COMMITTEE EVALUATION FEEDBACK**  
Report by Governance Officer
  7. **EMPLOYMENT LAW UPDATE**  
Verbal Update from Anderson and Strathern
- 

**ITEMS FOR NOTING**

8. **EMPLOYEE RELATIONS - CONFIDENTIAL**
  - a) Verbal Update on Employee Engagement Group
  - b) Minutes from Equality, Diversity and Inclusion Committee from 27/03/2024
9. **AOCB**
10. **DATE OF NEXT MEETING – Thursday 05 June 2025 at 8.30am**

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.

### Outstanding Actions

# UHI | INVERNESS

<b>Subject/Title:</b>	Professional Development update
<b>Author:</b> [Name and Job title]	Fiona Gunn, Head of Professional Development
<b>Meeting:</b>	HR committee
<b>Meeting Date:</b>	13 March 2025
<b>Date Paper prepared:</b>	5 March 2025
<b>Brief Summary of the paper:</b>	This paper provides a brief update on staff professional development activities in the second semester of academic year 2024/25.
<b>Action requested:</b> [Approval, recommendation, discussion, noting]	Discussion

<b>Link to Strategy:</b> 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"> <li>To ensure the professional practice of all staff is aligned to sector standards, industry best practice and our values.</li> <li>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.</li> </ul>
<b>Resource implications:</b>	No
<b>Risk implications:</b>	No <b>If yes, please specify:</b> Operational: Organisational:
<b>Equality and Diversity implications:</b>	No <b>If yes, please specify:</b>
<b>Student Experience Impact:</b>	Yes If yes, please specify: Staff professional development, GTCS registration and learning & teaching enhancement impact on the student experience.

<b>Consultation:</b> [staff, students, UHI & Partners, External] and provide detail	N/A		
<b>Status –</b> [Confidential/Non confidential]	Non confidential		
<b>Freedom of Information</b> Can this paper be included in “open” business* [Yes/No]	Yes		
*If a paper should <b>not</b> 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](http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf)

## Purpose

To provide a brief update on staff professional development activities in the second semester of academic year 2024/25.

## Main body of information

### 1. Mandatory Training

Staff continue to engage in relevant role related mandatory training courses including First Aid, Food Hygiene, Forklift Driving, Chainsaw Operation, Domestic Gas Safety, Legionella etc.

Two new mandatory modules have been launched on the iHASCO training platform for **all staff – Cyber Security Awareness** and **GDPR EU Advanced**. These modules are in addition to the modules already completed -

- Accident Reporting
- Display Screen Equipment
- Slips, Trips & Falls
- Electrical Safety
- Fire Awareness

The iHASCO platform enables accurate reporting of completion and every manager has sight of the progress of each of their staff members.

The Government **PREVENT duty training** will shortly be added to mandatory training for all staff. This will be a refresher for staff who previously completed this training and will enable us to ensure that all new staff are aware of our responsibilities. Staff will also be directed to review our Safeguarding Policy and Procedure as part of this training.

In line with national priorities, UHI Inverness is committed to an organisation wide trauma informed approach in all aspects of the student journey. Two managers are leading our trauma informed work through a steering group of staff and in conjunction with the CDN trauma informed programme. The steering group has identified relevant awareness training for staff and the NHS Education for Scotland **TURAS Trauma Skilled Practice** training will be rolled out to all staff this semester. The training aims to increase understanding of the impact of trauma and develop knowledge of how to respond to students in a trauma informed way.

Staff are required to ensure that all of their mandatory training is up to date by **31 July 2025**.

In agreement with their line manager, staff can utilise one of their professional learning days to complete mandatory training if necessary and the total time required for all new training is approximately 4.5 hours.

### 2. Management training

The College Management Team meeting on 27 March has been assigned to a face-to-face training session on the **duty for employers to prevent sexual harassment of employees**. The training is part of our overall aim to take a proactive approach to anticipate and mitigate risks of sexual

harassment in the workplace. Manager training will be followed up by all staff training.

The manager training will be facilitated by the Head of HR & the Head of Professional Development. The afternoon session will include -

- Mandy Armstrong from Anderson Strathern will introduce the topic & provide an overview of relevant cases.
- Managers will work in small groups to complete a range of training activities based on the anti-harassment workshop materials purchased by UHI academic partners.
- Managers will be asked to suggest how this training can best be rolled out to their individual teams and how they can support this. Information gathered will shape planning for the delivery of training to all staff.

Management training continues this semester with a further session of the Collaborative Leaders programme which will focus on **Managing Neurodiverse Teams**.

The HR team continue to provide training sessions for managers on relevant policies including **Promoting Attendance** and **Supporting Probation**.

### 3. Mentoring for Research Connect scheme participants

The six staff participating in the current two-year Research Connect Scheme have now engaged with two on-campus mentoring sessions with visiting **Professor Charlie Hooker**. Participants had **one-to-one meetings** to discuss their individual projects and have received detailed, written **feedback and support** from Professor Hooker. A further visit is planned for April and participants will submit their UHI Ethics Approval Applications in May.

## 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.

<b>Subject/Title:</b>	Chair and Committee Evaluation Feedback 2023/24
<b>Author:</b> [Name and Job title]	Ludka Orłowska-Kowal Governance Officer
<b>Meeting:</b>	HR Committee
<b>Meeting Date:</b>	13 March 2025
<b>Date Paper prepared:</b>	04 March 2025
<b>Brief Summary of the paper:</b>	Feedback on the HR Chair and Committee Evaluation
<b>Action requested:</b> [Approval, recommendation, discussion, noting]	Discussion and Noting

<b>Link to Strategy:</b> Please highlight how the paper links to, or assists with:: <ul style="list-style-type: none"> <li><input type="checkbox"/> compliance</li> <li><input type="checkbox"/> partnership services</li> <li><input type="checkbox"/> risk management</li> <li><input type="checkbox"/> strategic plan</li> <li><input type="checkbox"/> new opportunity/change</li> </ul>	Governance Compliance
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<b>Resource implications:</b>	Yes / <b>No</b> <b>If yes, please specify:</b>		
<b>Risk implications:</b>	Yes / <b>No</b> <b>If yes, please specify:</b> Operational: Organisational:		
<b>Equality and Diversity implications:</b>	Yes/ <b>No</b> <b>If yes, please specify:</b>		
<b>Student Experience Impact:</b>	Yes/ <b>No</b> If yes, please specify:		
<b>Consultation:</b> [staff, students, UHI & Partners, External] and provide detail	N/A		
<b>Status –</b> [Confidential/Non confidential]	Non-Confidential		
<b>Freedom of Information</b> Can this paper be included in “open” business* [Yes/No]	Yes		
*If a paper should <b>not</b> 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)	

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## **Background**

The process of gathering feedback for AY 2023-24 has been affected by a number of issues:

- JISC platform upgrade that took place over summer 2024 has locked previous account and all historical data has been lost
- Time constraints when it came to arranging individual meetings with Committee Chair
- Low engagement rate

Two rounds of evaluation meetings had been offered, and a questionnaire has been sent out to all Members.

Following new approach had been adopted in January 2025:

- The feedback questionnaire has been sent out to all Committee members, not only Board member.
- Professional Development meetings had also been offered to all Committee members, not only Board members. The collected information will be crucial when looking at development opportunities for individual committees and/or the whole Board. To date no meetings took place but one written training request had been received.

The cut-off date for completion of the questionnaire had been Sunday 23<sup>rd</sup> February 2025, and to date three responses were received in respect of the evaluation of the HR Committee. The completed evaluation documentation for the HR Committee will be passed to the Chair of the Board of Management for feedback to be delivered as part of the Board Member Evaluation Process.

## **Committee Feedback**

All responses, anonymised, had been attached as Appendix 1. No issues were highlighted as part of this evaluation process. However, feedback did reference that the Committee would benefit from additional Members. Committee Membership will be looked at the next Search

## **Item 06.**

& Nomination Committee meeting on 14<sup>th</sup> March 2025 with the aim to invite more Board members to consider joining the HR Committee to make sure all meetings are quorate. There was one comment left about training needed. To clarify, only Audit Committee members need to undertake additional mandatory training, with other Committees receiving the same training, tailored to the needs of the Board. There was an example of good practice listed, mainly regular updates from Anderson and Strathern.

### **Next Steps**

The feedback received will be presented to the Board of Management on 25 March 2025, as part of the yearly report on Committee Evaluations.

The Governance Officer has been in touch with the Quality department to look at internal survey tools that could be used for Board evaluation purposes in the future.

## HR Committee Evaluation (to be completed by HR committee)

Deadline: Sunday 23rd February 2025

Good Practice	Yes	No	N/A	Comments/Action
<b>Composition, Establishment and Duties of the Committee</b>				
Does the Committee meet regularly in accordance with the Board Standing Orders?	x			
Does the Committee consistently have a quorum?	x			
Do all Committee members attend meetings regularly?	x			
Does the Committee have enough members?	x			
Does at least one of the Committee members have a background relevant to the remit of the Committee?	x			
Have new Committee members received all necessary training?	x			
Does the Committee report regularly to the Board?	x			

Good Practice	Yes	No	N/A	Comments/Action
<b>Terms of reference</b>				
Does the Committee have written terms of reference?	x			
Do the terms of reference include all aspects of the Committee's role?	x			
Does the membership of the Committee need to be changed?		x		
Are the terms of reference adopted by the full Board and reviewed annually?	x			

Good Practice	Yes	No	N/A	Comments/Action
<b>Compliance with the Law and Regulations</b>				
Does the Committee have a mechanism to keep it aware of topical legal and regulatory issues?	x			

Good Practice	Yes	No	N/A	Comments/Action
<b>Internal Control</b>				
Does the Committee monitor to ensure that risk is controlled?	x			
Does the Committee regularly review relevant strategic plans?	x			
Does the Committee consider the level of detail and information it receives appropriate?	x			
Are appropriate internal performance measures monitored by the Committee?	x			
Is the Committee addressing all matters delegated to it by the Board and under its terms of reference?	x			

Good Practice	Yes	No	N/A	Comments/Action
<b>Administrative arrangements</b>				
Does the Committee have an independent secretary?	x			
Are Committee papers distributed in sufficient time for members to give them due consideration?	x			
Are Committee meetings scheduled prior to important decisions on specific matters being made?	x			
Is the timing of Committee meetings discussed with all involved?	x			



## HR Committee Evaluation (to be completed by HR committee)

Deadline: Sunday 23rd February 2025

Good Practice	Yes	No	N/A	Comments/Action
<b>Composition, Establishment and Duties of the Committee</b>				
Does the Committee meet regularly in accordance with the Board Standing Orders?	X			
Does the Committee consistently have a quorum?	X			
Do all Committee members attend meetings regularly?	X			
Does the Committee have enough members?	X			
Does at least one of the Committee members have a background relevant to the remit of the Committee?	X			
Have new Committee members received all necessary training?				I don't know
Does the Committee report regularly to the Board?	X			

Good Practice	Yes	No	N/A	Comments/Action
<b>Terms of reference</b>				
Does the Committee have written terms of reference?	X			
Do the terms of reference include all aspects of the Committee's role?	X			
Does the membership of the Committee need to be changed?		X		
Are the terms of reference adopted by the full Board and reviewed annually?	X			

Good Practice	Yes	No	N/A	Comments/Action
<b>Compliance with the Law and Regulations</b>				
Does the Committee have a mechanism to keep it aware of topical legal and regulatory issues?	X			Regular updates from Anderson Strathern

Good Practice	Yes	No	N/A	Comments/Action
<b>Internal Control</b>				
Does the Committee monitor to ensure that risk is controlled?	X			
Does the Committee regularly review relevant strategic plans?	X			
Does the Committee consider the level of detail and information it receives appropriate?	X			
Are appropriate internal performance measures monitored by the Committee?	X			
Is the Committee addressing all matters delegated to it by the Board and under its terms of reference?	X			

Good Practice	Yes	No	N/A	Comments/Action
<b>Administrative arrangements</b>				
Does the Committee have an independent secretary?	X			
Are Committee papers distributed in sufficient time for members to give them due consideration?	X			
Are Committee meetings scheduled prior to important decisions on specific matters being made?	X			
Is the timing of Committee meetings discussed with all involved?	X			





## HR Committee Evaluation (to be completed by HR committee)

Deadline: Sunday 23rd February 2025

Good Practice	Yes	No	N/A	Comments/Action
<b>Composition, Establishment and Duties of the Committee</b>				
Does the Committee meet regularly in accordance with the Board Standing Orders?	Y			
Does the Committee consistently have a quorum?	Y			
Do all Committee members attend meetings regularly?	Y			Most Committee members attend regularly
Does the Committee have enough members?	Y			It may be helpful to have an additional member if there is capacity amongst board members
Does at least one of the Committee members have a background relevant to the remit of the Committee?	Y			
Have new Committee members received all necessary training?	Y			As far as I'm aware
Does the Committee report regularly to the Board?	Y			

Good Practice	Yes	No	N/A	Comments/Action
<b>Terms of reference</b>				
Does the Committee have written terms of reference?	Y			
Do the terms of reference include all aspects of the Committee's role?	Y			
Does the membership of the Committee need to be changed?		N		
Are the terms of reference adopted by the full Board and reviewed annually?	Y			

Good Practice	Yes	No	N/A	Comments/Action
<b>Compliance with the Law and Regulations</b>				
Does the Committee have a mechanism to keep it aware of topical legal and regulatory issues?	Y			

Good Practice	Yes	No	N/A	Comments/Action
<b>Internal Control</b>				
Does the Committee monitor to ensure that risk is controlled?	Y			
Does the Committee regularly review relevant strategic plans?	Y			
Does the Committee consider the level of detail and information it receives appropriate?	Y			
Are appropriate internal performance measures monitored by the Committee?	Y			
Is the Committee addressing all matters delegated to it by the Board and under its terms of reference?	Y			

Good Practice	Yes	No	N/A	Comments/Action
<b>Administrative arrangements</b>				
Does the Committee have an independent secretary?	Y			
Are Committee papers distributed in sufficient time for members to give them due consideration?	Y			
Are Committee meetings scheduled prior to important decisions on specific matters being made?	Y			
Is the timing of Committee meetings discussed with all involved?	Y			

