

UHI | INVERNESS

MINUTES of the MEETING of the HUMAN RESOURCES COMMITTEE held via Microsoft Teams on Friday 14 June 2024.

PRESENT: Innis Montgomery, Sally Blyth, Chris O'Neil, Gillian Galloway, Jane Davidson

CHAIR: Innis Montgomery

APOLOGIES: Mark Sheridan, Donald MacKenzie, Vice Principal – Curriculum, Operations and External Relations & Anderson and Strathern

ATTENDING: Vice Principal – Curriculum, Student Experience and Quality
HR Manager
Professional Development 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 08 March 2024

Decision: The Minutes of the Human Resources Committee held on 08 March 2024 were **AGREED** as a correct record and were **APPROVED**.

b.) Confidential Note (CN-01-032024) of the Human Resources Committee held on 08 March 2024

Decision: The Confidential Note (CN-01-032024) of the Human Resources Committee held on 08 March 2024 was **AGREED** as a correct record and was **APPROVED**.

c.) Confidential Note (CN-02-032024) of the Human Resources Committee held on 08 March 2024

Decision: The Confidential Note (CN-02-032024) of the Human Resources Committee held on 08 March 2024 was **AGREED** as a correct record and was **APPROVED**.

d.) Confidential Note (CN-03-032024) of the Human Resources Committee held on 08 March 2024

Decision: The Confidential Note (CN-03-032024) of the Human Resources Committee held on 08 March 2024 was **AGREED** as a correct record and was **APPROVED**.

e.) Confidential Note (CN-04-032024) of the Human Resources Committee held on 08 March 2024

Decision: The Confidential Note (CN-04-032024) of the Human Resources Committee held on 08 March 2024 was **AGREED** as a correct record and was **APPROVED**.

2. OUTSTANDING ACTIONS

- **Special Leave Policy – COMPLETE** - Clarification has been requested in regard to financial implications and the confirmation that budget adjustments had been factored in.

Decision: It was **AGREED** that this item could be removed from the list.

- **AI risk implications – COMPLETE** - AI risk implications to be monitored by Audit Committee.

Decision: It was **AGREED** that this item could be removed from the list.

- **Sexual Harassment Risk – COMPLETE** - Sexual harassment risk to be added to the Risk Register.

Decision: It was **AGREED** that this item could be removed from the list.

The Chair suggested that agenda items will be moved forward due to availability of members.

4. PROFESSIONAL DEVELOPMENT UPDATE

Professional Development Manager spoke to her report which provides a brief update on staff professional development activities in 2023/24 and plans for 2024/25 including investment in TQFE qualifications, revised arrangements for funding staff qualifications and a new research scheme for staff.

Jane Davidson joined the meeting.

Discussion took place with following items being commented on:

- Positive feedback from Education Scotland
- Teaching Qualification in Further Education (TQFE) qualifications 2024/25
- Revised arrangements for funding staff additional qualifications
- Introduction of new research scheme for staff

The Committee welcomed the feedback from recent Education Scotland visit, positively commented on the number of staff involved in research and asked

for clarification regarding the new funding model for staff's external qualifications.

Vice Principal – Curriculum, Student Experience and Quality congratulated the Professional Development Manager and her team on their dedication and hard and groundbreaking work.

The Chair expressed his congratulations to the team and thanked the Professional Development Manager for her impressive report.

Decision: The Committee **APPROVED** the Professional Development Update report.

8. COMMITTEE AND CHAIR EVALUATION

The Governance Officer provided a short update in regard to Committee and Chair Evaluation Exercises which be made available to them via JISC Survey from beginning of July 2024. The survey will stay open till 31 August 2024 and a short report will be presented to the Board in October 2024.

The HR Manager joined the meeting.

3. POLICIES FOR APPROVAL

a) Staff Wellbeing Policy

The Committee had been advised that the Staff Wellbeing policy had been established by the Staff Wellbeing Group. The HR Manager clarified that the policy is complete with only two minor amendments to be made.

The Committee Members asked for more clarification in regard to certain data missing from the document and confirmation if risk assessments forms had been included. The Committee decided not to approve this policy until requested data has been added to the document.

Action 1: Clarification has been requested in regard to amendments and missing data.

5. NATIONAL BARGAINING / JOB EVALUATION

The Committee were provided with a confidential update in respect of a National Bargaining / Job Evaluation report (CN-01-062024).

6. HUMAN RESOURCES – QUARTER 3 REPORT 2023/24

The Committee were provided with a confidential update in respect of a Quarter 3 Report 2023/24 (CN-02-062024).

7. PAY CONVERSATION

The Principal provided a short verbal update in regard to the ongoing pay conversation. It has been reported that a Staff Advocacy Group who are not union members came together and prepared a summary of the circulated questionnaire and responses received to it. The Principal added that HR Committee will be kept informed of any future updates regarding the Staff Advocacy Group.

The Chair asked the Principal to express his thanks to staff members involved for their insightful and comprehensive report.

Decision: The Committee **APPROVED** Pay Conversation report.

9. EMPLOYMENT LAW UPDATE

The Governance Officer reported that representatives from Anderson & Strathern will not be able to join the meeting and that a written update in regard to Employment Law Update has been asked to be provided.

Action 2: Written report on Employment Law Update to be provided by Anderson & Strathern to be circulated by Governance Officer.

10. EMPLOYEE RELATIONS - CONFIDENTIAL

- a) Minutes of Equality, Diversity, and Inclusion Committee held on 27 March 2024

Decision: The minutes of the Equality, Diversity, and Inclusion Committee Meeting held on 27 March 2024 were **AGREED** as a correct record and were **APPROVED**.

11. AOCB

Nothing raised.

4. DATE OF NEXT MEETING – Thursday 19 September 2024 at 08.30am.

Signed by the Chair:

A handwritten signature in dark ink, appearing to read 'A. M. Khan', is written over the number '4.' in the signature line.

Date: 19/09/2024