

UHI | INVERNESS

MINUTES of the MEETING of the HUMAN RESOURCES COMMITTEE held via Microsoft Teams on Thursday 19 September 2024.

PRESENT: Innis Montgomery, Sally Blyth, Chris O'Neil, Donald MacKenzie
CHAIR: Innis Montgomery
APOLOGIES: Gillian Galloway, Jane Davidson
ATTENDING: Vice Principal – Curriculum, Operations and External Relations
Vice Principal – Curriculum, Student Experience and Quality
Head of HR
Professional Development Manager
Ana Brocklebank, Anderson and Strathern
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 14 June 2024

Decision: The Minutes of the Human Resources Committee held on 14 June 2024 were **AGREED** as a correct record and were **APPROVED**.

b.) Confidential Note (CN-01-062024) of the Human Resources Committee held on 14 June 2024

Decision: The Confidential Note (CN-01-062024) of the Human Resources Committee held on 14 June 2024 was **AGREED** as a correct record and was **APPROVED**.

c.) Confidential Note (CN-02-062024) of the Human Resources Committee held on 14 June 2024

Decision: The Confidential Note (CN-02-062024) of the Human Resources Committee held on 14 June 2024 was **AGREED** as a correct record and was **APPROVED**.

2. OUTSTANDING ACTIONS

- **Staff Wellbeing Policy – COMPLETE** - Clarification has been requested in regard to amendments and missing data.

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

- **Employment Law Update – COMPLETE** - Written report on Employment Law Update to be provided by Anderson & Strathern to be circulated by Governance Officer.

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

4. PROFESSIONAL DEVELOPMENT UPDATE

Professional Development Manager spoke to her report which provides the Committee with an update on staff professional development activities planned for 2024/25 with a brief overview of activities completed in 2023/24.

Following items had been reported on:

- Support for staff training & additional qualifications
- Digital skills training
- Research schemes for staff

The Chair thanked the Professional Development Manager for her detailed report.

Vice Principal – Curriculum, Student Experience and Quality joined the meeting.

The Committee positively commented on the low staff turnover of 2.39% which highlights the significance of Professional Development Teams and support they offer to staff who feel they have the skills and resources needed to carry on with their jobs.

The Chair asked for clarification on age demographics of staff undertaking training and the Professional Development Manager replied that only female/male breakdown analysis has been carried out to date but there is a good spread and mix of staff who are at different stages in their professional careers, and there is a strong sense of engagement coming from all age groups.

The Professional Development Manager also highlighted the rise in face-to-face courses across the sector which could impact the funding allocated to staff in terms of travel and accommodation.

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

3. ANNUAL REVIEW OF SUB-STRATEGIES

a.) Talent Management Strategy Update

The Vice Principal – Curriculum, Operations and External Relations provided the Committee with a short report on the Talent Management Strategy. It has

been reported that paper provided was an extract from the life document and link to the whole document could be provided, if requested.

A short discussion about current strategic objectives, their progress and planned future objectives had taken place.

The Chair thanked the Vice Principal – Curriculum, Operations and External Relations for her detailed report.

Decision: The Committee **APPROVED** the Talent Management Strategy Update.

5. NATIONAL BARGAINING / JOB EVALUATION (CONFIDENTIAL)

The Committee were provided with a confidential update in respect of a National Bargaining / Job Evaluation report (CN-01-092024).

6. HUMAN RESOURCES – QUARTER 4 REPORT 2023/24 (CONFIDENTIAL)

The Committee were provided with a confidential update in respect of a Quarter 4 Report 2023/24 (CN-02-092024).

7. FLEXIBLE WORKING UPDATE

The Head of HR provided the Committee with a short verbal report in regard to flexible working. The current Flexible Working Policy and Procedure had been reviewed in the lights of the law changes that came into effect in April 2024.

The Committee welcomed the updated and thanked the Head of HR for her report.

Decision: The Committee **APPROVED** Flexible Working Update.

8. EXTERNAL SUPPORT ANNUAL REPORT (CONFIDENTIAL)

The Committee were provided with a confidential update in respect of an External Support Annual report. (CN-03-092024).

9. HYBRID WORK POLICY UPDATE

The Head of HR provided the Committee with a short verbal report in regard to hybrid work policy update. The policy had been published in May 2021 with a pilot being introduced in 2022. The Hybrid Work Policy is being currently reviewed, with focus groups, staff meetings and college-wide surveys coming next. Feedback received to date suggested that the guidelines of the document could be strengthened. The Head of HR confirmed that no changes to contracts had been made, the policy allows for a flexible approach, but UHI Inverness is still listed as contractual location for all staff.

The Chair thanked the Head of HR for her detailed report.

Decision: The Committee **APPROVED** Hybrid Work Policy Update.

10. FEEDBACK FROM COMMITTEE AND CHAIR EVALUATIONS – to follow

The Governance Officer provided a short update in regard to Committee and Chair Evaluations confirming that the period has now been extended till the end of October due to low response rate.

11. EMPLOYMENT LAW UPDATE

Ana Brocklebank, Anderson and Strathern joined the meeting.

Ana Brocklebank, Anderson and Strathern provided the Committee with an update on new sexual harassment duties coming into life on 26 October 2024 which will introduce a positive legal obligation on employers to take reasonable steps to protect their workers from sexual harassment in the course of their employment.

A number of real-life scenarios had been presented and discussed in regard to flexible / hybrid working requests.

The Chair thanked Ana Brocklebank, Anderson and Strathern for her detailed update.

Ana Brocklebank, Anderson and Strathern left the meeting.

12. EMPLOYEE RELATIONS - CONFIDENTIAL

a.) Verbal Industrial Action & ASOS

The Committee were provided with a confidential update in respect of the Verbal Industrial Action & ASOS. (CN-04-092024).

b.) Minutes of Equality, Diversity, and Inclusion Committee held on 25 June 2024

Decision: The minutes of the Equality, Diversity, and Inclusion Committee Meeting held on 25 June 2024 were **AGREED** as a correct record and were **APPROVED**.

11. AOCB

The Committee were provided with a verbal confidential update in respect of the OBC. (CN-05-092024).

3. DATE OF NEXT MEETING – Thursday 14 November 2024 at 08.30am.

Signed by the Chair:



Date: 19/11/2024