

UHI | INVERNESS

MINUTES of the MEETING of the HUMAN RESOURCES COMMITTEE held via Microsoft Teams on Tuesday 19 November 2024.

PRESENT: Innis Montgomery, Chris O'Neil, Donald MacKenzie Gillian Galloway, Jane Davidson

CHAIR: Innis Montgomery

APOLOGIES: Sally Blyth

ATTENDING: Vice Principal – Curriculum, Operations and External Relations
Vice Principal – Curriculum, Student Experience and Quality
Head of HR
Professional Development Manager
Mandy Armstrong, 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 19 September 2024

Decision: The Minutes of the Human Resources Committee held on 19 September 2024 were **AGREED** as a correct record and were **APPROVED**.

b.) Confidential Note (CN-01-092024) of the Human Resources Committee held on 19 September 2024

Decision: The Confidential Note (CN-01-092024) of the Human Resources Committee held on 19 September 2024 was **AGREED** as a correct record and was **APPROVED**.

c.) Confidential Note (CN-02-092024) of the Human Resources Committee held on 19 September 2024

Decision: The Confidential Note (CN-02-092024) of the Human Resources Committee held on 19 September 2024 was **AGREED** as a correct record and was **APPROVED**.

d.) Confidential Note (CN-03-092024) of the Human Resources Committee held on 19 September 2024

Decision: The Confidential Note (CN-03-092024) of the Human Resources Committee held on 19 September 2024 was **AGREED** as a correct record and was **APPROVED**.

e.) Confidential Note (CN-04-092024) of the Human Resources Committee held on 19 September 2024

Decision: The Confidential Note (CN-04-092024) of the Human Resources Committee held on 19 September 2024 was **AGREED** as a correct record and was **APPROVED**.

f.) Confidential Note (CN-05-092024) of the Human Resources Committee held on 19 September 2024

Decision: The Confidential Note (CN-05-092024) of the Human Resources Committee held on 19 September 2024 was **AGREED** as a correct record and was **APPROVED**.

2. **OUTSTANDING ACTIONS – none**

3. **POLICIES FOR APPROVAL**

a.) Professional Review & Development Policy

Professional Development Manager reported that the amendments made to the Professional Review and Development Policy were minor and they included changes of titles, updated links and the number of academic partners. The Committee expressed concerns about risk implications listed on the cover sheet and the Vice Principal – Curriculum, Student Experience and Quality reassured the members that any risk implications had been considered during the review process.

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

Decision: The Committee **APPROVED** the Professional Review and Development Policy and recommended for Board's approval.

b.) Equality, Diversity and Inclusion Policy

The Vice Principal – Curriculum, Student Experience and Quality reported that the Equality, Diversity and Inclusion Policy is a long-established common policy across the partnership. The importance of section 5 on neurodiversity, newly added, had been highlighted to the Committee. This section had been shared with other partners; there is growing recognition of the importance of neurodiversity across the sector. The Staff Wellbeing Group at UHI Inverness will raise awareness of how neurodiversity is being addressed. The Vice

Principal – Curriculum, Student Experience and Quality added that this policy will also go to the LTR Committee in December. The Professional Development Manager reported that more sessions for the Collaborative Leadership Programme are being scheduled with the aim to raise awareness of managing neurodiverse staff.

The Chair thanked the Vice Principal – Curriculum, Student Experience and Quality for her detailed report.

Decision: The Committee **APPROVED** the Equality, Diversity and Inclusion Policy and recommended for Board's approval.

4. PROFESSIONAL DEVELOPMENT UPDATE

Professional Development Manager spoke to her report which provided a brief update on staff professional development activities in the first semester of academic year 2024/25.

Following items had been reported on:

- Support for external staff training & additional qualifications
- Internal staff training
- Research schemes for staff
 - Enquiring Minds Scheme
 - Research Connect Scheme

The Committee positively commented on the high numbers of staff undertaking mandatory and additional qualifications and the variety of external training opportunities provided.

The Committee also congratulated the Professional Development Manager on the implementation of both successful Research schemes and commented that initiatives like these do change the landscape of Research perception amongst staff.

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

5. EMPLOYEE RELATIONS (CONFIDENTIAL)

The Committee were provided with a confidential update in respect of Employee Relations (CN-01-112024).

6. NATIONAL BARGAINING / JOB EVALUATION (CONFIDENTIAL)

The Committee were provided with a confidential update in respect of National Bargaining / Job Evaluation report (CN-02-112024).

Sally Blyth joined the meeting.

The Vice Principal – Curriculum, Student Experience and Quality and Professional Development Manager left the meeting.

**7. HUMAN RESOURCES – QUARTER 1 REPORT 2024/25 (CONFIDENTIAL)
– to follow**

The HR Manager reported that the Human Resources – Quarter 1 Report 2024/25 will be submitted to the Committee at the March meeting together with the Quarter 2 report.

8. FINANCE FUNCTION RESOURCING (CONFIDENTIAL)

The Vice Principal – Curriculum, Operations and External Relations reported that this is a legacy item from last year with nothing to report on for 2024/25.

9. FEEDBACK FROM COMMITTEE AND CHAIR EVALUATIONS – to follow

The Governance Officer provided a short update in regard to Committee and Chair Evaluations confirming that no members have come forward to participate in offered exercises.

The Chair asked the Governance Officer to extend the process into New Year and encouraged members present to prioritise this evaluation exercise to ensure Board's continuing compliance with the Code of Good Governance.

10. EMPLOYMENT LAW UPDATE

Mandy Armstrong, Anderson and Strathern joined the meeting.

Mandy Armstrong, Anderson and Strathern provided the Committee with a verbal update on the new Employment Rights Bill 2024.

Following items had been discussed:

- A day one right to protection from unfair dismissal and to flexible working conditions
- The ban on exploitative zero hour contracts
- The "hire and rehire" scheme has come to an end
- Stronger collective redundancy rights
- Improved access to Statutory Sick Pay

A discussion regarding fixed term, permanent and zero hour contracts and new day one rights took place.

The Chair thanked Mandy Armstrong, Anderson and Strathern for her detailed update.

Mandy Armstrong, Anderson and Strathern left the meeting.

11. AOCB

The Committee were provided with a verbal confidential update in respect of the Financial Review with UHI (CN-03-112024).

7. DATE OF NEXT MEETING – Thursday 13 March 2025 at 08.30am.

Signed by the Chair:

A handwritten signature in dark ink, appearing to read "A. M. Khan". The signature is written in a cursive style with a prominent horizontal stroke across the middle.

Date: 13-03-2025