UHI | INVERNESS

Meeting	Human Resources Committee
Date and time	Thursday 22 June 2023 at 8.30 a.m.
Location	Virtually – via Microsoft Teams

Board Secretary

15 June 2023

AGENDA

Welcome and Apologies

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

ITEMS FOR DECISION

1. **MINUTES**
   a) Meeting of the Human Resources Committee held on 23 March 2023
   b) Confidential Note of the Human Resources Committee (CN-HR-032023) held on 23 March 2023

2. **OUTSTANDING ACTIONS**
   Action List

3. **POLICIES FOR APPROVAL**
   Supporting and Managing Performance Policy
   Flexible Working Policy
   Maternity and Parenting Leave Policy
   Staff Recruitment and Selection Policy
   TOIL Policy
   Secure Handling, Use, Storage and Retention of Disclosure Information Policy
   Gender Based Violence Policy

ITEMS FOR DISCUSSION

4. **PROFESSIONAL DEVELOPMENT UPDATE**
   Report by Professional Development Manager

5. NATIONAL BARGAINING / JOB EVALUATION
Report by HR Manager

6. CONFIDENTIAL UPDATE – IMPACT OF FUNDING REDUCTIONS
Report by Vice Principal – Operations and External Relations

7. HUMAN RESOURCES – QUARTER 3 REPORT 2022/23
Report by HR Manager

8. BUSINESS CASE - EMPLOYEE RELATIONS
Report by HR Manager

9. COMMITTEE AND CHAIR EVALUATION
Report by Governance Officer

10. EMPLOYMENT LAW UPDATE
Verbal Update from Anderson and Strathern

ITEMS FOR NOTING

11. AOCB

12. DATE OF NEXT MEETING – 14 September 2023 at 8.30 a.m.

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.

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MINUTES of the MEETING of the HUMAN RESOURCES COMMITTEE held via Microsoft Teams on Thursday 23 March 2023

PRESENT:	Innis Montgomery, Donald MacKenzie, Tina Stones, Chris O'Neil
CHAIR:	Innis Montgomery
APOLOGIES:	Sally Blyth, Gillian Galloway & Vice Principal – Student Experience and Quality
ATTENDING:	Vice Principal – Operations and External Relations
	HR Manager
	Professional Development Manager
	Governance Officer
	Mandy Armstrong, Anderson Strathern

The Governance Officer confirmed that this meeting was quorate.

The Chair welcomed everyone to the meeting.

There were no declarations of interest, statements of connections or transparency statements noted.

1. **MINUTES**

    Minutes of the Meeting of the Human Resources Committee held on 24 November 2022

    Decision: The Minutes of the Human Resources Committee held on 24 November 2022 were **AGREED** as a correct record and were **APPROVED.**

2. **OUTSTANDING ACTIONS**

    • Board Induction Training – The Governance Officer confirmed that the final induction sessions for new Board Members had taken place within March 2023.
      Decision: The Committee **AGREED** that this item could be removed from the list.

    • Shared Finance Service – The Governance Officer advised that this action had been superseded by recent events within the Shared Service. The Committee was provided with a confidential update (CN-HR-01-032023) in respect of the Shared Finance Service.

- Expressions of Interest – The Governance Officer advised that a recruitment campaign for the Board of Management has resulted in the appointment of a new Independent Member and a Co-opted Member to the Audit Committee (pending Court approval and all relevant checks being conducted). The Committee noted that the Chairs Committee will now look at the current skills of the Board and some changes may be made to the membership to ensure that the best mix of skills are on each Committee.

- Employment Law Update – The HR Manager advised that Anderson Strathern had delivered a session on holiday pay to the Staff Resource Panel. The Committee noted that in respect of gender it had been felt that staff would require additional context and that discussions would take place within the EDI Committee which would then be filtered down to staff.

- Talent Management Update – The Committee noted that the Vice Principal, Operations and External Relations has included a timeline within her report to ensure that the Committee can monitor progress against the Talent Management Strategy.
  Decision: The Committee **AGREED** that this item could be removed from the list.

- HR Quarterly Report – The Committee noted that the HR Manager has included an update on PRD completion for 21/22 within her report.
  Decision: The Committee **AGREED** that this item could be removed from the list.

3. **PROFESSIONAL DEVELOPMENT UPDATE**

The Professional Development Manager spoke to her report and provided the Committee with an update on Professional Development Activities, highlighting in particular:

- That the Collaborative Leaders Programme has been rolled out to around 40 members of staff (Managers and Team Leaders). The Committee noted that this programme has been developed by one of our lecturers and that initial feedback has been positive. The Committee noted that we will continue to monitor how this training impacts on practice.

- We have received our GTCS Validation. The Committee was provided with a background to our submission and subsequent achievement of validation.

- Learning and Teaching Enhancement Initiatives. The Committee was provided with a background to the creation of two part-time, seconded posts. These posts now form part of the Learning and Teaching Enhancement Team which aims to bring together all forms of Learning and Teaching Enhancement. The Professional Development Manager

highlighted to the Committee the work that had been undertaken since the formation of this team in August 2022.

The Committee congratulated the team on securing GTCS validation and the outstanding way in which they manage the process of Professional Development engagement.

4. **TALENT MANAGEMENT**

The Vice Principal – Operations and External Relations spoke to her report which provided the Committee with an update on the Talent Management Strategy together with a timeline for the implementation of individual elements. The Committee was advised of the following in respect of the objectives:

- Objective 1 – Initial work has been undertaken and we are now developing a workload process which will be piloted.

- Objective 2 – The Committee was advised that we had last reviewed our recruitment and selection process around 3-4 years ago. A further substantive review is due to conclude by December 2023 and a distinct project will commence in June 2023 which will be supported by our HR Consultant.

- Objective 3 – The Committee noted that this objective relies on continuous improvement and that we are ensuring that staff are continually developed and provided opportunities to progress. The Committee discussed the consultation on the curriculum structure, the revised induction programme and how this ties into best practice.

- Objective 4 – The Committee was advised that national pay bargaining negotiations are being considered when progressing with the activities under this objective.

- Objective 5 – The Committee noted the ongoing activities under this objective.

- Objective 6 – The Committee was advised that our HR Consultant is working with the HR Team to put in place a process which includes succession planning and work is being undertaken to ensure that this aligns with our PRD process.

The Committee welcomed this ongoing and developing piece of work and commended the progress which is being made.

5. **NATIONAL BARGAINING/JOB EVALUATION**

The HR Manager spoke to this confidential report which provided the Committee with the context and background in respect of the national pay bargaining negotiations for both the Academic and Professional Services Pay Claims. The Committee noted that in respect of the Professional Services Pay Claim this contains requests in respect of Terms and Conditions and the Committee were

provided with a copy of these requests within the paper. The Committee was advised that negotiations are only being undertaken in respect of the pay claim and that it is expected that a working group will be set up to look at the Terms and Conditions requests.

The Committee noted that we may be entering into a period of industrial action and a lengthy discussion around this took place with the Committee highlighting the complexities of national bargaining, mitigating factors such as the cost-of-living-crisis and other challenges which staff are facing. A further lengthy discussion on Actions Short of Strike took place with the Committee being provided with examples of what actions could be undertaken.

The Committee discussed sector finances in respect of flat funding and expected draw downs.

Tina Stones left the meeting.

The HR Manager provided the Committee with a confidential update in respect of the National Job Evaluation and highlighted the recent updates which had been published and issued to the Sector. The Committee noted that Colleges are now being provided with the opportunity to provide feedback on rank orders.

6.   **HUMAN RESOURCES – QUARTER 2 REPORT 2022/23**

The HR Manager spoke to her confidential report and provided the Committee with an analysis of the key HR measures in respect of turnover and absence.

The Committee noted that we have undertaken a review of our contracting arrangements in respect of supply lecturers and following consultation there is now two new forms of contract. These contracts are dependant upon planned activity (Fixed Term Contract) and unplanned activity (casual contract).

The Committee discussed the reasons for staff sickness absence and the HR Manager praised staff engagement with Able Futures.

7.   **EMPLOYMENT LAW UPDATE**

Mandy Armstrong, Anderson Strathern joined the meeting.

The Chair welcomed Mandy to the meeting. The Committee was provided with an update in respect of key employment law changes around:
- Flexible and atypical working
- Carers Leave
- Neo-natal Care and Leave

Discussions around the restoration of UK Law following our exit from the EU and potential implications from this in respect of TUPE, working time regulations, discrimination, GDPR and holiday payments took place.

Fiona Gunn left the meeting.

Further discussion around Actions Short of Strike took place.

The Committee thanked Mandy for this insightful update.

Mandy Armstrong, Anderson Strathern left the meeting.

8.   **EMPLOYEE RELATIONS – CONFIDENTIAL**

The Committee noted the contents of the minutes of the EDIC meeting held on 22 November 2022.

9.   **DATE OF NEXT MEETING – Thursday 22 June 2023 at 08.30am.**

Signed by the Chair: _____

Date: _____

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Outstanding Actions

March 2022				
Shared Finance Service	March 2023 Update: The Committee was advised that the merger college were advertising for a Finance Director and work was being undertaken to identify how this would work in terms of our Shared Financial Service. The Principal to keep the Chair of the Board of Management updated on the situation.	Gov Officer Principal		December 2022
September 2022				
Committee and Chair Evaluation Feedback Report	A recruitment exercise has been carried out. The Chairs Committee will undertake a review of Committee Membership at their June Committee Meeting.	Gov Officer		June 2023
Employment Law Update	In respect of gender it was felt that staff would require additional context to this and discussions would take place within the EDI Committee which would be filtered down to staff.	HR Manager & Professional Development Manager		June 2023

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Board of Management

Subject/Title:	Supporting and Managing Performance Policy Flexible Working Policy Maternity and Parenting Leave Policy Staff Recruitment and Selection Policy TOIL Policy
Author: [Name and Job title]	Nicola Quinn/ HR
Meeting:	HR Committee
Meeting Date:	22 June 2023
Date Paper prepared:	15.06.23
Brief Summary of the paper:	Staff Recruitment Policy is current out for staff consultation which closes on the 27th June
Action requested: [Approval, recommendation, discussion, noting]	Recommendation for Board Approval
Link to Strategy: Please highlight how the paper links to, or assists with:: • compliance • partnership services • risk management • strategic plan • new opportunity/change	
Resource implications:	Yes / No **If yes, please specify**:
Risk implications:	Yes / No **If yes, please specify:** Operational: Organisational:
Equality and Diversity implications:	Yes/No **If yes, please specify:**
Consultation: [staff, students, UHI & Partners, External] and provide detail	Staff Consultation for 15 working days

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Status – [Confidential/Non confidential]	Non-Confidential	
Freedom of Information Can this paper be included in "open" business* [Yes/No]	Y	

*If a paper should **not** 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 confidence actionable in court (S36)	
Its disclosure would constitute a breach of the Data Protection Act (S38)		Other (please give further details)	
For how long must the paper be withheld? (express either as the time which needs to pass or a condition which needs to be met.)			

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

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SUPPORTING AND MANAGING PERFORMANCE POLICY **REFERENCE: PL/HR/2023**	

Policy Owner	Assistant Principal – Operations and External Relations
Lead Officer	HR Manager
Review Officer	HR Business Partner
Date first approved by BoM	28 October 2012
First review date	September 2014
Date review approved by BoM	
Next review date	
Equality Impact Assessment	Yes
Further information (where relevant)	

Reviewer	Date	Review Action/ Impact
JF	28/03/2023	Section1 – rewording.
JF	28/03/2023	Section 2 – change to UHI Inverness
JF	28/03/2023	Section 3 – reference to Probation added.
JF	28/03/2023	Section 4 – new.
JF	28/03/2023	Section 5 – new.
JF	28/03/2023	Section 7 – reference to PRD added.

Contents

1. Policy Statement

UHI Inverness aims to ensure a fair and consistent approach to staff performance improvement. The purpose of this policy is to ensure that staff are given the opportunity to achieve and maintain satisfactory standards of performance at work and, where individuals are underperforming, allow them the opportunity to improve and reach the required standard. The emphasis of this policy is on encouraging staff improvement through providing staff members with the support and tools required to fulfil the full remit of their roles, within the context of the College's strategic priorities.

The policy and associated procedure incorporate:

- Performance management – promoting individual, team and organisational effectiveness.
- Development – continuous development and improvement of individuals and teams.
- Managing behaviour – ensuring staff are encouraged to behave in a way that promotes good working relationships.

The main objectives of this policy are:

- To encourage and support staff to maintain good performance at work and/or help facilitate sustained performance standards.
- To ensure staff receive appropriate support to assist them in improving their performance at work as and when required.
- To provide a consistent framework to staff and line managers when monitoring, supporting and managing performance.
- To encourage open discussion of any reasons identified for a performance shortfall and subsequent performance management.
- To identify those staff requiring additional support and to identify any reasonable adjustments required to enable them to reach the required standards of performance.
- To ensure staff, line managers and HR are aware of their responsibilities in relation to performance management.
- To minimise the impact of underperformance of staff on the College and the service it provides to the students.

2. Legislative Framework/ Related Policies

Data Protection Act 2018
General Data Protection Regulations (GDPR)
Public Interest Disclosure Act 1998
Employment Relations Act 2004
Equality Act 2010
Health & Safety at Work 1974
General Teaching Council Scotland Code of Professionalism and Conduct
UHI Inverness Promoting Attendance Policy & Procedure
UHI Inverness Staff Code of Conduct Policy & Procedure
UHI Inverness Supporting Probation Policy & Procedure
UHI Inverness Financial Regulations
UHI Inverness Protection Vulnerable Groups Scheme (PVG) for New and Existing
Staff Procedure
UHI Inverness Public Interest Disclosure (Whistle Blowing) Policy & Procedure
UHI Inverness Data Protection Policy & Procedure
UHI Inverness Professional Review and Development Policy & Procedure
UHI Inverness Staff Disciplinary Policy & Procedure
UHI Inverness Staff Grievance Policy & Procedure
UHI Equality, Diversity and Inclusivity Policy & Procedure
UHI Higher Education Academic Standards and Quality Regulations
UHI Inverness Further Education Academic Standards and Quality Regulations
ACAS Code of Conduct

3. Scope

This policy applies to all staff employed at UHI Inverness who have successfully
completed their Probation Period (typically those with over 6 months service).

Staff who are on probation (i.e. typically those with less than 6 months service) are
covered by the College's Supporting Probation Policy and Procedure.

This Policy and Procedure do not apply to agency workers, self-employed workers,
or contractors.

4. What is Performance Management

"Performance Management" describes the attempt to maximise the value that
employees provide to the organisation through maintaining and improving
employees' performance in line with the UHI Inverness's objectives, mission, values
and strategy, and any relevant professional standards. Performance Management
includes:

- **Establishing objectives** enabling individuals to see their part in the organisation's mission, values, and strategy.

- **Improving performance** among employees, thus improving the performance of the team and the organisation.

- **Holding people to account** for their performance, through reward, career progression or termination of contracts.

Mission	To have a transformational impact on the prospects of our region, its economy, its people and its communities.
Vision	To become connected, streamlined, and sustainable.
Brand Story	Where learning means <u>more.</u>
Core Values	Collaboration	Openness	Respect	Excellence

5. Responsibilities

5.1. Human Resources (HR)

- Provide advice, guidance and support to managers and staff on performance monitoring and management, capability and other related policies and procedures.
- Provide advice on the legal requirements and implications when dealing with supporting and managing performance.
- Attend meetings and hearings as requested to provide advice and support.
- Provide training to managers to support the implementation of the Supporting and Managing Performance Policy and Procedure.

5.2. Line Managers

- Monitor staff performance on an ongoing basis, maintaining accurate records of any informal performance improvement measures.
- Seek advice from HR when informal attempts to address staff performance have been unsuccessful.
- Implement informal or formal performance management measures where necessary with advice from the HR department.
- Complete Occupational Health management referrals upon advice from HR where staff underperformance is linked to poor health.

- Ensure that all staff are supported and encouraged to develop and maintain effective performance at work.
- Ensure consistent and fair treatment of staff, whilst considering individual circumstances.

5.3. Staff

- Perform the duties of the role to the best of own ability.
- Raise any concerns in relation to health which may impact performance so that support mechanisms or adjustments may be considered at an early stage.
- Remain open to having discussions with line manager around performance and performance improvement.
- Participate fully in both informal and formal attempts to support performance improvement.
- Participate in periodic performance monitoring and review with the line manager.

5.4. Occupational Health (OH)

- Provide expert medical advice to managers on employee health and fitness for work.
- Advising managers and HR on appropriate courses of action to facilitate timely and sustained performance improvement for staff, where possible.
- Seeking further medical information from GPs and/or specialists where necessary.
- Provide advice to managers on reasonable adjustments which would enable the employee to improve and maintain the required standards of performance.
- Making recommendations on redeployment on medical grounds as appropriate.
- Providing appropriate management information to HR.
- Adhering to agreed Service Level Agreements (SLAs) and standards.

6. Compliance

This policy and associated procedure must be complied with and will be audited regularly with reports going to the appropriate committees.

This document is compliant with the disciplinary, dismissal and grievance regulations as detailed in the 'Legislative framework/related polices' above.

This document and associated procedure are compliant with staff Performance Review and Development Policy and Procedure, which are reported on separately.

7. Monitoring

Each college policy will be monitored, and its implementation and effectiveness reviewed regularly. Appropriate procedures for reviewing and monitoring are the responsibility of the policy lead officer. These procedures will be subject to audit by the Quality department.

Professional, Review and Development (PRD) meetings will be recorded in CIPHR, and the number of PRDs conducted will be reported to the Executive Management Team committee, and the Board of Management HR committee.

For further information on PRD monitoring, please refer to the Professional Development Policy and Procedure.

8. Review

This policy and related procedure will be reviewed on at least a 3 yearly basis, to ensure it continues to meet College requirements within the legislative frameworks and ACAS best practice.

Item 03

Approved by Board of Management: 9 March 2009
Reviewed: 2 March 2016

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STAFF FLEXIBLE WORKING POLICY

REFERENCE: PL/HR/2016/001

Policy Owner	Assistant Principal – Operations and External Relations
Lead Officer	HR Manager
Review Officer	HR Business Partner
Date first approved by BoM	
First Review Date	
Date review approved by BoM	
Next Review Date	
Equality impact assessment	
Further information (where relevant)	

Reviewer	Date	Review Action/Impact
		Reviewed by BoM - approved

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Item 03

Approved by Board of Management: 9 March 2009
Reviewed: 2 March 2016

1. Policy Statement

Whilst there ~~are legislative requirements~~is legislation ~~which support~~ outlining the statutory rights of staff who wish to make a flexible working ~~arrangements~~application, UHI Inverness ~~the College~~ is committed to promoting the equality of opportunity for all staff through its approach to requests for flexible working.

The purpose of this policy and procedure is to:

- Outline an employee's statutory rights and explain the process for making a Flexible Working Application.

- Where operationally and financially viable, ~~to~~ help employees to achieve a ~~greater balance between their work and non-working lives~~healthier work-life balance by, where possible, supporting individuals ~~applications~~ to work on a flexible basis.

~~The College~~UHI Inverness will give thorough consideration as to the practicalities of requests for flexible working arrangements from any member of staff, not just those who are eligible under the legislation. ~~No member of~~ However, staff should not assume that ~~by making~~ any application made, it will be automatically accepted.

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2. Legislative framework/ related policies

Employment Rights Act 1996

Employment Act 2002

Employment Relations Act 2004

Work and Families Act 2006
Equality Act 2010

Flexible Working (Procedural Requirements) Regulations 20002

Flexible Working (Eligibility, Complaints and Remedies) Regulations 2002
Acas (Flexible Working) Arbitration Scheme (Great Britain) Order 2004
Flexible Working Regulations 2014
Maternity and Parenting Leave Policy and Procedure.
Use of College Equipment and Network Access Outwith the UK
Talent Management Strategy

Any circular which is issued under the provisions of the National Joint Negotiating
Committee (NJNC) is binding on Inverness College UHI as a signatory of the
National Recognition and Procedures Agreement.

3. Scope

The statutory provisions for flexible working requests apply to:

- **All staff employed by UHI Inverness**is policy applies to all Inverness
  College, and
- **who have not submitted more than one flexible working application
  within the past 12 months.** staff.

However, consideration will be given to all flexible working applications received, not
limited to only those submitted by staff who fulfil the statutory requirements.

This policy does not apply to applicants not currently employed by UHI Inverness.
Similarly, existing staff applying for alternative roles within UHI Inverness should do
so on the basis of the working arrangements advertised rather than assuming that
any existing flexible working arrangements will be maintained.

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Approved by Board of Management: 9 March 2009
Reviewed: 2 March 2016

4. Definitions

The term "flexible working" describes any working arrangement whereby the working hours, and/or time, and/or location that work is undertaken, are different from the standard practice or that which is defined in the employee's contract of employment.

Standard practice for staff at UHI Inverness:

Lecturing staff

All lecturing staff will be expected to work such hours as are reasonably necessary for the proper performance of duties and responsibilities, within a working week of 35 hours, full time equivalent, exclusive of a lunch break and inclusive of morning and afternoon breaks to be determined locally.

Professional Services staff

The full time working week for support staff is 35 hours normally worked between Monday and Friday. These hours will normally be worked on a daily basis between 0800 and 1800, exclusive of a lunch break and inclusive of paid morning and afternoon breaks.

5. Responsibilities

5.1. Human Resources (HR)

- Provide advice, guidance and support to managers and staff on the application of this Policy and Procedure.
- Submit all Flexible Working Applications to the Staff Resource Panel in a timely manner.
- Write to staff, informing them of the outcome of their Flexible Working Application, within 2 months of being received.
- Monitor trial periods for approved flexible working arrangements.
- Inform staff in writing of any permanent changes to their contract of employment.

5.2. Line Managers

- Discuss and finalise Flexible Working Applications with staff prior to submission to HR and the Staff Resource Panel.
- Submit Flexible Working Applications to HR in a timely manner.
- Complete the Employee Change Notification form and submit to HR in a timely manner upon receipt of the Staff Resource Panel outcome email.
- Monitor the suitability of any new flexible working arrangements during the trial period, discussing with the employee and reporting back to HR.

5.3. Staff

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Approved by Board of Management: 9 March 2009
Reviewed: 2 March 2016

- Discuss proposed applications for flexible working with the line manager in the first instance.
- Submit finalised applications for flexible working to the line manager on the appropriate application form.
- Participate in discussions with the line manager in relation to the suitability of flexible working arrangements trialled during the trial period.

Compliance
This policy and associated procedure must be complied with and it will be audited regularly with reports going to the appropriate committee.

7. Monitoring

Each college policy will be reviewed regularly, and its implementation and effectiveness monitoredmonitored and its implementation evaluated. Appropriate procedures for reviewing and monitoring and evaluation are the responsibility of the policy lead officer. These procedures will be subject to audit by the Quality Unitdepartment.

The following performance indicators will be used to monitor implementation of the Staff Flexible Working Policy and Procedure:

- Number of Flexible Working Applications received.
- Nature of Flexible Working Applications received (e.g., reduction in working hours, change to work pattern, etc.).

Further breakdown of these performance indicators will be used to identify any emerging patterns on Flexible Working Applications and wider organisational performance.

Monitoring of performance indicators will take place at the HR Committee on a quarterly basis i.

8. Review

The Flexible Working Policy and Procedure will beThis policy and procedure will be reviewed on at least a 3 yearly basis, to continue to meet college requirements and any legislative changes to ensure currency of content. by August 2018 and in line with legislative updates.

This policy must be complied with as outlined above and will be audited regularly with reports going to the appropriate committee.

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MATERNITY & PARENTING LEAVE POLICY

REFERENCE   PL/HR/2020/001

Policy Owner	Vice Principal – Operations and External Relations
Lead Officer	HR Manager
Review Officer	HR Business Partner
Date first approved by BoM	9 June 2008
First Review Date	26 March 2012
Date review approved by BoM	30 April 2020
Next Review Date	April 2023
Equality impact assessment	11 April 2012, 3 February 2017
Further information (where relevant)	

Policy: Maternity & Parenting Leave

Reviewer	Date	Review Action/Impact
HR Manager	09/06/2008	Review approved by BoM
HR Manager	26/03/2012	Review approved by BoM
HR Manager	28/03/2017	Review approved by BoM
HR Manager	30/04/2020	Review approved by BoM

Contents

1. Policy Statement

UHI Inverness recognises the importance of a positive approach to ensuring that, as far as reasonably practicable, employees are able to combine their career and family responsibilities, maintaining a healthy work-life balance. This will assist UHI Inverness in operating effectively through retaining a valued subset of the workforce, providing the necessary support to employees and ensuring that all employees are treated in a consistent and fair manner and in accordance with relevant legislation.

This policy sets out the arrangements for:

- Maternity leave and pay
- Adoption leave and pay
- Paternity leave and pay
- Fertility leave and pay
- Shared parental leave and pay

UHI Inverness is committed to supporting and maintaining a family-friendly environment that encourages individuals in their ongoing contribution to the organisation whilst supporting or starting a family.

The aim of this policy, and the supporting procedures, is to provide employees, line managers and HR staff with important information regarding:

- Working whilst pregnant.
- Eligibility and applying for maternity or other forms of parenting leave.
- What happens during maternity or other parenting leave.
- The assistance available.
- Rights regarding returning to work.
- Requests for Fertility Leave.

In addition, this policy aims to ensure consistency of approach in line with employment legislation and UHI Inverness' commitment to good employment practices.

2. Legislative framework/related policies

- The Employment Relations Act 1999
- The Maternity and Parental Leave (Amendment) Regulations 2002
- Additional Statutory Paternity Pay (weekly rates) Regulations 2010
- Additional Paternity Leave Regulations 2010
- Shared Parental Leave Regulations 2014
- Parental Bereavement Leave Regulations 2020
- The Employment Act 2002
- The Employment Rights Act 1996
- The Equality Act 2010
- UHI Inverness Special Leave Policy and Procedure

Any circular which is issued under the provisions of the National Joint Negotiating Committee (NJNC) is binding on Inverness College UHI as a signatory of the National Recognition and Procedures Agreement.

3. Scope

This policy applies to all staff employed at UHI Inverness who qualify under the various eligibility criteria for the different types of parenting leave, as outlined in the Maternity & Parenting Leave Procedure.

4. Definitions

Type of Leave	Definition
Maternity Leave	A period of absence from work granted to a mother before and after the birth of her child.
Adoption Leave	A period of absence from work granted to a primary adopter before and after the adoption of their child.
Shared Parental Leave	Allows birth mothers to share a portion of maternity leave with their partners to care for a child from two weeks after birth until their first birthday.
Paternity Leave	A period of absence from work granted to a father after or shortly before the birth of his child.
Ordinary Parental Leave	Up to 18 weeks unpaid leave from work per child until the child is 18, up to a maximum of 4 weeks per year.
Fertility Leave	Paid time off to undergo fertility treatment.

5. Responsibilities

5.1. Human Resources (HR)

- Provide advice, guidance and support to managers and staff on parenting leave eligibility, application process, support available and return to work.
- Process applications for parenting leave, confirming eligibility to staff within a timely manner.
- Notify payroll of parental leave arrangements in a timely manner.
- Process KIT/SPLIT forms submitted following parenting leave, notifying payroll of hours to be paid.
- Enter parenting leave absences in the HR system to ensure accurate recording.

5.2. Line Managers

- Discuss with staff their plans to take parenting leave, negotiating dates for periods of leave where necessary and applicable and maintaining a supportive and family-friendly approach to requests.
- Implement risk assessment protocols and recommendations for pregnant employees.
- Refer pregnant employees to Occupational Health (OH) as required, where pregnancy is affecting attendance or performance at work.
- Progress OH recommendations as required for pregnant employees.
- Review and sign applications for parenting leave, before submitting to HR for processing.
- Maintain contact with employees during periods of parenting leave, ensuring they are kept informed of organisational updates or changes, particularly those affecting their contract of employment (e.g., staff consultation and national bargaining), or in relation to health & safety, or security.
- Respond to staff requests to take KIT/SPLIT Days.
- Review and sign KIT/SPLIT forms, submitting to HR once approved.
- Liaise with staff around return-to-work arrangements, ensuring HR are kept informed in advance of any return to work.

5.3. Staff

- Read this policy and associated procedure thoroughly prior to applying for a period of parenting leave.
- Follow notification requirements for parenting leave.
- Complete the appropriate form(s) when applying for parenting leave, submitting to the line manager for review in line with notification timescales.
- Complete pregnancy risk assessment, as applicable, in conjunction with the Health & Safety Manager.

- Agree arrangements for keeping in contact with line manager during periods of parenting leave.
- Follow notification requirements for amending leave dates or ending a period of leave early.
- Liaise with line manager about KIT/SPLIT days to be worked.
- Record KIT/SPLIT Days worked on the appropriate form, submitting to the line manager in a timely manner.

6. Compliance

This policy and associated procedure must be complied with and will be audited regularly with reports going to the appropriate committees.

This document is compliant with the statutory provisions outlined in the Maternity, Adoption, Ordinary Parental Leave and Shared Parental Leave Regulations as detailed in the 'Legislative framework/related polices' above.

7. Monitoring

Each College policy will be monitored, and its implementation evaluated. Appropriate procedures for monitoring and evaluation are the responsibility of the lead officer. These procedures will be subject to audit by the Quality Unit.

The following maternity or adoption Performance Indicators will be used to monitor implementation:

- Quarterly reporting of numbers of employees on maternity, paternity, fertility or adoption leave with associated data analysis.
- Utilisation of 'Keeping in Touch' Days.
- Average number of sick days per employee.
- Breakdowns will be by department.

8. Review

This policy will be reviewed on a 3 yearly basis to ensure currency of content, or sooner if legislative change requires, and will be amended as a result of any agreed changes to the terms and conditions of academic and/or support staff as a result of agreements reached at National Joint Negotiating Committee.

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Style Definition: Body Paragraphs

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Staff Recruitment and Selection Policy **REFERENCE: PL/HR/2022/007**	

Lead Officer	Assistant Principal - Operations and External Relations
Review Officer	HR Manager
Date first approved by BoM	22 March 2010
First Review Date	01 January 2014
Date review approved by BoM	06 October 2020
Next Review Date	June 2025
Equality impact assessment	Yes
Further information (where relevant)	

Reviewer	Date	Review Action/Impact
HR Manager	26/03/2012	Changes approved at BoM
HR Manager	06/10/2020	Reviewed at BoM - approved
HR Manager	28.06.2022	Review approved by BoM

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Item 03

1. Policy Statement

The College will provide equality of opportunity in the recruitment and selection of vacant posts and ensure applicants are treated on the basis of merit and ability. In doing so the College will promote recruitment and selection practices which do ~~not discriminate~~not discriminate on any unfair or unlawful grounds, for example because of sex, race, disability, marital status, sexual orientation, gender reassignment, age, pregnancy or maternity and/or religion or belief.

The purpose of this policy is to:

- Provide a framework which provides a consistent and clear approach to staff recruitment and selection.

- Ensure processes are in place to attract the best possible candidates and determine whether they have the knowledge, skills, attitudes and behaviours to fully undertake the role they are recruited for and in line with organisational culture.

- Develop and encourage a safe and secure working environment within a culture of equality of opportunity for all.

- Support staff through their initial ~~induction~~ probation period by proving initial and ongoing support that will enable them to understand and embrace organisational culture.

- Provide an environment which allows new staff the opportunity to develop themselves and the functions they are recruited to support.

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2. **Legislative framework/related policies**
>   Rehabilitation of Offenders Act 1974
>   Rehabilitation of Offenders Act (Exceptions) Order 1975
>   Protection from Harassment Act 1997.
>   Data Protection Act 2018
>   General Data Protection Regulations 2018
>   The Human Rights Act 1998
>   The Equal Pay Act 1970 (Amendment) Regulations 2003
>   The Employment Equality (Age) Regulations 2006
>   The Immigration, Asylum and Nationality Act 2006
>   UK Borders Act 2007
>   The Equality Act 2010
>   ~~Protection of Children and Adults at Risk~~Safeguarding policy & Procedure
>   Data Protection Policy
>   Relocation and Removal Policy and Procedure
>   ~~Policy~~ Secure Handling use Storage Retention of Disclosure Information Policy
>   Equality Outcomes Mainstreaming Report
>   Supporting Probation Policy and Procedure

Any circular which is issued under the provisions of the National Joint Negotiating Committee is binding on Inverness College UHI as a signatory of the National Recognition and Procedures Agreement.

3. **Scope**

    Staff recruitment and Selection policy applies to College vacancy applicants, current employees, recruiting managers, and Human Resources staff.

4. **Compliance**

    This policy must be complied with and it will be audited regularly by the Quality unit with reports provided to the appropriate committee.

5. **Monitoring**

    The Staff Recruitment and Selection policy will be monitored, and its implementation evaluated. Appropriate procedures for monitoring and evaluation are the responsibility of the lead officer. The procedures will be subject to audit by the College Quality ~~Unit.~~Department.

    Further monitoring will be provided to the HR Committee in respect of KPI reports and in accordance with equality schemes monitoring. Additional analysis will consider aspects such as the effectiveness of advertising, number of applicants, and quarterly diversity monitoring of all applicants and successful starters and leavers.

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6. Review

This Policy will be reviewed every three years unless a legal change warrants an earlier review.

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TOIL (Time Off In Lieu) AND OVERTIME POLICY REFERENCE:

Policy Owner	Assistant Principal - Operations and External Relations
Lead Officer	HR Manager
Review Officer	HR Business Partner
Date first approved by BoM	17June 2015
First Review Date	June 2018
Date review approved by BoM	
Next Review Date	
Equality impact assessment	Yes
Further information (where relevant)	

Reviewer	Date	Review Action/Impact

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1. Policy Statement

The College recognises the nature of its work means that on occasions, staff will need to work flexibly within the parameters of their contracted hours. The College also recognises its duty to protect the health, safety and wellbeing of its staff by ensuring that staff do not work excessive hours and that any additional hours above contractual hours are agreed in advance and monitored carefully. It is therefore a line manager's responsibility to oversee their team's workload and work pattern so that the work is undertaken within the parameters of the contract of employment and with consideration for the health, safety and wellbeing of their staff.

2. Legislative framework / related policies

- The Working Time Regulations (1998)
- The Employment Rights Act 1996
- The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- Data Protection Act (2018)
- Staff Flexible Working Policy and Procedure.
- Staff Code of Conduct Policy and Procedure
- Any circular which is issued under the provisions of the National Joint Negotiating Committee (NJNC) is binding on Inverness College UHI as a signatory of the National Recognition and Procedures Agreement.

3. Scope

This Policy applies to all staff directly employed at UHI Inverness, with the exception of those on supply contracts or where the contract of employment stipulates otherwise.

This policy sets out the College's position in relation to TOIL (time off in lieu), overtime, and overtime pay.

Overtime is time worked in excess of your normal weekly contractual hours. All information relating to the payment of overtime is noted in the NJNC agreements.

This policy does not form part of your contract of employment, and UHI Inverness reserves the right to amend or withdraw it at any time.

4. Compliance

4.1. Human Resources (HR)
The HR department is responsible for providing advice, guidance and support to managers and staff in relation to Overtime and TOIL and for auditing the implementation of the policy and procedure.

4.2. Line Managers
Line managers are responsible for ensuring the consistent and fair application of the policy and procedure, obtaining advice and guidance from the HR department where necessary.

Line managers should submit requests for paid overtime to SRP for prior approval and must also ensure that timesheets are completed, approved and submitted to the Payroll department timeously.

Line Managers should respond to online TOIL requests timeously as detailed in the associated procedure.

Irrespective of duration of TOIL granted, line managers are responsible for advising staff of any changes which have occurred during their absence, particularly if these have health, safety, or security implications.

4.3. All Staff
Individual staff have a responsibility to familiarise themselves with this policy and procedure and to comply with the application and other associated process as appropriate. Staff should discuss applications for Overtime or TOIL with their manager at the earliest opportunity, noting that the granting of Overtime or TOIL is not an automatic entitlement.

Individual staff should ensure that online TOIL records are completed accurately, consistently, and timeously as detailed in the associated procedure.

5. Monitoring

- Each College Policy will be monitored, and its implementation evaluated. Appropriate procedures for monitoring and evaluation are the responsibility of the Lead Officer. These procedures will be subject to audit by the Quality Unit.
- Cost of paid overtime to the College will be reported on quarterly.
- Diversity monitoring of applications and outcomes will be reported on annually.

6. Review

This policy and procedure will be reviewed on at least a 3 yearly basis, to continue to meet college requirements and any legislative changes to ensure currency of content.

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Board of Management

Subject/Title:	Secure Handling, Use, Storage and Retention of Disclosure Information Policy Gender Based Violence Policy
Author: [Name and Job title]	Suzanne Stewart and Lynsey Mason
Meeting:	HR Committee
Meeting Date:	20 June 2023
Date Paper prepared:	15.06.2023
Brief Summary of the paper:	These policies were due to go to the June LT&R Committee but as the date was moved, they were not received in time. Following discussion, it was agreed that they would instead come to the HR Committee.
Action requested: [Approval, recommendation, discussion, noting]	Recommend for Board Approval of both Policies
Link to Strategy: Please highlight how the paper links to, or assists with:**:** • compliance • partnership services • risk management • strategic plan • new opportunity/change	
Resource implications:	Yes / No **If yes, please specify**:
Risk implications:	Yes / No **If yes, please specify:** Operational: Organisational:
Equality and Diversity implications:	Yes/No **If yes, please specify:**
Consultation: [staff, students, UHI & Partners, External] and provide detail	Externals for GBV Policy

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Status – [Confidential/Non confidential]	Non-Confidential
Freedom of Information Can this paper be included in "open" business* [Yes/No]	Yes

*If a paper should **not** 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 confidence actionable in court (S36)	
Its disclosure would constitute a breach of the Data Protection Act (S38)		Other (please give further details)	
For how long must the paper be withheld? (express either as the time which needs to pass or a condition which needs to be met.)			

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

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Policy: Secure Handling, Use, Storage and Retention of Disclosure Information

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POLICY ON SECURE HANDLING, USE, STORAGE AND RETENTION OF DISCLOSURE INFORMATION REFERENCE: PL/CS

Lead Officer	Vice Principal Student Experience & Quality
Review Officer	Information Development Manager
Date first approved by BoM	09 March 2009
First Review Date	26 March 2012
Date review approved by BoM	30 April 2020
Next Review Date	March 2023
Equality impact assessment	Yes

Reviewer	Date	Review Action/Impact
ID Manager	26/03/2012	Approved by BoM
ID Manager	2016	No Changes made – Review extended to 2019
ID Manager	30/04/2020	Approved by BoM
ID Manager	03/03/23	Policy Statement inserted, text moved around and updated due to change in Disclosure Scotland process

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Policy: Secure Handling, Use, Storage and Retention of Disclosure Information

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Policy: Secure Handling, Use, Storage and Retention of Disclosure Information

1. **Policy Statement**

   This policy applies to all staff within UHI Inverness that hold responsibility for processing applications for the Disclosure Scotland PVG Scheme.

   The college uses information from the Protecting Vulnerable Groups (PVG) Scheme, only for the purpose for which it has been provided. Personal data is only processed where there is a legal basis for doing so.

   UHI Inverness recognises it is a criminal offence to disclose personal data to any unauthorised person. Therefore, only staff authorised to process it in the course of their duties, will have access to it.

2. **Legislative framework**

   2.1. Rehabilitation of Offenders Act 1974 (Ministry of Justice - The UK Statute Law Database)

   2.2. The Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 (OPSI/HMSO)

   2.3. The Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Amendment) (Scotland) Order 2006 (OPSI/HMSO)

   2.4. The Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions)(Scotland) Amendment Order 2007 (OPSI/HMSO)

   2.5. Police Act 1997 (Part V)(OPSI/HMSO)

   2.6. The Police Act 1997 (Criminal Records)(Scotland) Regulations 2006 (OPSI/HMSO)

   2.7. The Police Act 1997 (Criminal Records)(Registration)(Scotland) Regulations 2006 (OPSI/HMSO)

   2.8. The Police Act 1997 (Criminal Records)(Scotland) Amendment Regulations 2006 (OPSI/HMSO)

   2.9. The Police Act 1997 (Criminal Records)(Scotland) Amendment Regulations 2008 (OPSI/HMSO)

   2.10. Definition of Adult at Risk as contained in The Police Act 1997 (Criminal Records) (Scotland) Regulations 2006 (OPSI/HMSO) ***Note - definition is contained within Regulation 10(3)***

   2.11. Data Protection Act 2018 (OPSI/HMSO)

   2.12. UK General Data Protection Regulation (UK GDPR)

   2.13. Regulation of Care (Scotland) Act 2001 (OPSI/HMSO)

   2.14. The Housing (Scotland) Act 2001 (Housing Support Services) Regulations 2002 (OPSI/HMSO) - the Schedule to this SSI provides details of prescribed Housing Support Services per section 2(1) of the Regulation of Care (Scotland) Act 2001

   2.15. Criminal Justice (Scotland) Act 2003 (OPSI/HMSO)

   2.16. Protection of Children (Scotland) Act 2003 (OPSI/HMSO) - full Act

   2.17. Protection of Children (Scotland) Act 2003 (OPSI/HMSO) - Schedule 2 - definition of child care positions

   2.18. Serious Organised Crime and Police Act 2005 (OPSI/HMSO)

   2.19. The Serious Organised Crime and Police Act 2005 (Commencement No 2)(Scotland) Order 2006 (OPSI/HMSO) - implements, amongst other sections, section 163 of the 2005 Act

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Policy: Secure Handling, Use, Storage and Retention of Disclosure Information

2.20.   Protection of Vulnerable Groups (Scotland) Bill and associated
        documents (introduced 25 September 2006)(Scottish Parliament) - see
        below for details of Act
2.21.   Protection of Vulnerable Groups (Scotland) Act 2007 (OPSI/HMSO)
2.22.   Protection of Children (Scotland) Act 2003 (Amendment of the
        Definition of Child Care Position) Order 2008 (OPSI/HMSO)

College policies and procedures which are related to this policy are listed
below and should be referenced (as appropriate) when reading this
document:

- Student Criminal Offence Data policy
- PVG policy
- Safeguarding policy

3.   Access and Storage

3.1.   Disclosure Scotland will send an email notification to the authorised
       signatory of the application if there is nothing to disclose. Disclosure
       Scotland **will not** send an email notification in the event that there is
       something to disclose. A paper PVG certificate will always be sent by
       post to both the authorised signatory and the applicant.

3.2.   Email notifications are deleted upon receipt of the paper copy. Paper
       copies of Disclosure Scotland records are not retained on an
       individual's HR file or any student file. Scheme Records are stored
       separately, in lockable, non-portable storage cabinets. Access to the
       storage cabinets is restricted to authorised individuals only, who are
       entitled to see such information in the course of their duties.

4.   Retention

4.1   In normal circumstances, PVG Certificates/Scheme Records are retained
       for up to 90 days. This is to allow a period of resolution for any dispute
       arising, following the notification of a decision to recruit a staff member or
       student. In exceptional circumstances (where there is justification for
       retention for a longer period), the data subject will be advised of the
       extended retention period. The same conditions relating to secure storage
       and access will apply during any such period.

5.   Disposal

5.1.   Scheme Records are destroyed on a monthly basis, once the
       retention period has been reached. All records are destroyed by
       shredding. Departmental Managers will ensure that information
       awaiting destruction is not retained in an insecure receptacle (e.g. a
       waste bin or confidential waste console or sack). Staff are forbidden
       from retaining any image/photograph, photocopy (or any other form of
       copy) of data released by Disclosure Scotland. Staff will, however,
       record the following details on either the HR system or student
       records database (as appropriate):

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- date of issue of the disclosure;
- the name of the data subject;
- the disclosure type;
- the position for which the disclosure was requested;
- the unique reference number of the disclosure **and**
- details of the recruitment/admission decision taken (where appropriate).
.

6. Compliance

6.1.   All staff involved with the processing of PVG records must comply with this policy. The policy will be audited by the Data Protection Officer and findings reported to the EMT and Audit committee as part the annual compliance report.

7. Monitoring

7.1.   Each college policy will be monitored, and its implementation evaluated.

7.2.   Appropriate procedures for monitoring and evaluation are the responsibility of the lead officer.

8. Review

8.1.   This policy will be reviewed on a 3 yearly basis, or earlier if legislative change requires.

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Board of Management

Subject/Title:	Gender Based Violence Policy
Author: [Name and Job title]	Lynsey Mason – Wellbeing & Learning Support (Review Officer) Lindsay Snodgrass – Vice Principal (Lead Officer)
Meeting:	BOM LTR Committee
Meeting Date:	June 2023
Date Paper prepared:	6th June 2023
Brief Summary of the paper:	The BOM LTR Committee is asked to approve the new GBV Policy. The GBV policy was approved at Policy & Procedure Review Panel in April and EMT Committee in June 2023.
Action requested: [Approval, recommendation, discussion, noting]	Approval
Link to Strategy: Please highlight how the paper links to, or assists with:: • compliance • partnership services • risk management • strategic plan • new opportunity/change	This policy supports UHI Inverness's policy to provide a safe and supportive learning and working environment for all, aligned with the Strategic Theme of 'Student Experience'.
Resource implications:	No **If yes, please specify**:
Risk implications:	Yes **If yes, please specify:** Operational: Organisational: This policy will reduce risk for UHI Inverness by ensuring that best practice is being shared and followed to educate, protect, and support students effectively
Equality and Diversity implications:	Yes **If yes, please specify:** EIA Attached
Consultation: [staff, students, UHI & Partners, External] and provide detail	Staff

Status – [Confidential/Non confidential]	Non-confidential
Freedom of Information Can this paper be included in "open" business* [Yes/No]	Yes

*If a paper should **not** 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 confidence actionable in court (S36)	
Its disclosure would constitute a breach of the Data Protection Act (S38)		Other (please give further details)	
For how long must the paper be withheld? (express either as the time which needs to pass or a condition which needs to be met.)			

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

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UHI Inverness Gender Based Violence (GBV) Policy REF: To be confirmed once approved

Lead Officer	Vice Principal Student Experience & Quality
Review Officer	Wellbeing & Learning Support Manager Access and Progression Manager
Date first approved by BoM	
First Review Date	
Date review approved by BoM	
Next Review Date	June 2024
Equality impact assessment	May 2023
Further information (where relevant)	

Reviewer	Date	Review Action/Impact

Item 03

Policy Summary

Overview	The policy highlights UHI Inverness's approach to Gender Based Violence (GBV), including the expectations and responsibilities of staff and students. This is set within the context of the broader framework of policies and related procedures pertaining to student and staff safeguarding and conduct.
Purpose	The policy seeks to highlight and promote a culture across the institution where GBV is not accepted or facilitated by staff or students. Where a student or staff member is subject to GBV (past, present, or potential), the policy seeks to ensure appropriate support is provided and UHI Inverness meets its duty of care.
Scope	This policy aims to serve all employees and enrolled students of UHI Inverness and is not limited to term-time or on-campus activity. We recognise that every member of staff at UHI Inverness has a role to play in preventing GBV.
Consultation	This policy has been developed by the UHI Inverness GBV Working Group, which has membership from across UHI Inverness and HISA Inverness. UHI Inverness has also benefitted from the ongoing GBV work being achieved at partnership level and acknowledges the input of the UHI Student Support Officer for GBV. Input has also been sought from the UHI Inverness Human Resources team, the Equality, Diversity, & Inclusion Committee, and from external partner agencies within the Highland Violence Against Women Partnership and Emily Test.
Implementation and Monitoring	The Wellbeing and Learning Support Manager and the Access and Progression Manager are responsible for implementing this policy. The Quality Manager is responsible for the ongoing monitoring of this policy.
Risk Implications	This policy will reduce risk for UHI Inverness by ensuring that best practice is being shared and followed to educate, protect, and support students effectively.
Link with Strategy	This policy supports UHI Inverness's policy to provide a safe and supportive learning and working environment for all, aligned with the Strategic Theme of 'Student Experience'.
Impact Assessment	Equality Impact Assessment: Completed May 2023. No action required.
	Privacy Impact Assessment: n/a

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Preventing and Responding to Gender Based Violence (GBV) Policy

1. Policy Statement

1.1   UHI Inverness recognises the severity of risk and harm that Gender Based Violence (GBV) presents, and has a duty of care to protect, and respond to, students and staff members who: have past experiences of GBV; are currently experiencing GBV; and/or are at risk of potential GBV. UHI Inverness affirms its stance that GBV is unacceptable and that victim/survivors are not to blame, by raising awareness of GBV to ultimately prevent or reduce harm.

1.2   GBV is not uncommon. Tens of thousands of incidences of domestic abuse[1] and sexual crimes[2] are recorded annually by Police Scotland, with women aged between 16-24 years experiencing the highest level of domestic abuse[5]. This is significant given the demographic profile of student populations. 1 in 7 female students in the UK experience serious physical or sexual assault, and 68% experienced sexual harassment during their studies[3] [statistics correct in 2023]. This policy seeks to ensure that UHI Inverness is familiar with the prevalence and scale of GBV, and that our approaches and responses reflect this.

1.3   UHI Inverness's approach aligns with the themes set out in the Scottish Government's Equally Safe Strategy[4] and the Equally Safe in Higher Education (ESHE) Toolkit[2], most notably:
- An ecological framework
- A gendered analysis
- An understanding of intersectionality

1.4   UHI Inverness recognises that its responsibilities in relation to Gender Based Violence are closely linked with its duty to eliminate discrimination and harassment, and to advance gender equality in line with the Equality Act 2010. For that reason, this policy should be viewed across all GBV contexts. We commit to demonstrating UHI Inverness's core value of openness in our GBV approach, including by adopting an "It Happens Here" stance and communicating anonymous statistics where appropriate; and by reflecting on and sharing learning from incidents.

2. Definitions

2.1   **Gender Based Violence (GBV)**: an umbrella term that reflects forms of violence predominantly carried out by men against women and girls, although men and all/no genders can also be victim/survivors of GBV. GBV *can* include, but is not limited to and is not always indicated by;

- physical, sexual, and psychological violence occurring within the family and/or intimate partner relationships (including domestic abuse and coercive control)
- sexual harassment
- stalking
- non-consensual intimate image sharing
- drink spiking

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[1] Scottish Government (2021). Domestic abuse: statistics recorded by the Police in Scotland 2020/21. Available here.
[2] Scottish Government (2020). Recorded crime in Scotland 2019-20. Available here.
[3] NUS (2011). Hidden Marks. Available here.
[4] Scottish Government (2018). Equally Safe: Scotland's Strategy for preventing and eradicating violence against women and girls.

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Preventing and Responding to Gender Based Violence (GBV) Policy

- rape and sexual assault
- commercial sexual exploitation
- sex trafficking
- child sexual abuse including child sexual exploitation
- so called 'honour based' violence including female genital mutilation (FGM) and forced marriage

2.2   **Duty of Care:** Our responsibility to use professional expertise and judgement to protect and promote the best interests of students and staff, and to ensure that we exercise an appropriate level of care towards them, as is reasonable within the parameters of our relationship.

2.4   **Disclosing:** When a person or persons claims to have experienced or witnessed GBV whether historical, current, or suspected, and tells a member of UHI Inverness staff, or a third party about this, whether via online tools, in-person, by email, during an appointment, phone call, or by other means. Different from 'Reporting'.

2.5   **Reporting:** when a person or persons choose to use formal channels for the purposes of an investigation process by either UHI Inverness or police, usually to pursue action against the alleged party.

2.6   **Confidentiality:** We are committed to keeping information confidential as far as possible. As such, information will usually only be shared with relevant individuals/entities, internal or external, with the explicit agreement of the person/s seeking support. UHI Inverness may be under obligation to share information without this agreement in exceptional circumstances to protect somebody from serious harm and/or to maintain safeguarding duties.

2.7   **Ecological Framework:** A model of acknowledging a range of risk factors that perpetuate and facilitate GBV, from the individual to the cultural and political. Using this framework shows an understanding that GBV is not just caused by personal qualities, but by, for example, social and cultural norms and the wider global context. This highlights that preventative activities can span across the framework and tackles risk factors at various levels.

2.8   **Gendered Analysis:** This analysis recognises that gender inequality is both a cause and consequence of GBV. Rather than excluding men from support, it acknowledges that gender inequality, 'traditional roles' and stereotypes can negatively impact people of all genders and that those identifying as women disproportionately experience abuse related to this. GBV can involve people punishing others when they don't behave in ways that are expected of their gender, meaning the LGBTQ+ community are also at risk of GBV.

2.8   **Intersectionality:** "The concept of intersectionality identifies additional factors which interact with gender along other axis of power and discrimination to exacerbate the risk of experiencing GBV: including race, gender identity, sexual orientation, disability, age, poverty and areas of cultural diversity including religion, belief or ethnicity"[5]. For example, LGBTQ+ and BAME students can face additional barriers in accessing support and safety following GBV due to racism and unconscious bias, language barriers, and/or immigration status.

2.9   **Victim/Survivor:** Refers to the person/people, named or otherwise, who claim, or it is claimed, have been subject to GBV past or present, regardless of if a report has been made or investigation

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[2] Donaldson A., McCarry M. and McGoldrick R. (2018) Equally Safe in Higher Education Toolkit: Guidance and Checklist for Implementing a Strategic Approach to Gender-based Violence Prevention in Scottish Higher Education Institutions.

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Preventing and Responding to Gender Based Violence (GBV) Policy

carried out. Note that not all victim/survivors will disclose or report to UHI Inverness and may remain unknown.

2.10   **Third Party:** refers to a disclosure and/or report received by UHI Inverness and made by someone other than the victim/survivor.

2.11   **Alleged party:** refers to the person/people, named or otherwise, whom a victim/survivor, or third party, claims has instigated, carried out, or in some instances facilitated, an act of GBV. This may be a student, staff member, or external person(s).

2.12   **Precautionary Action**: In the event of an allegation of GBV misconduct, or if we become aware of information as part of our Student Criminal Offence Data policy, a student may be excluded from UHI Inverness until more information is known and/or if there is risk of harm to themselves, other students, or staff. During this time, the alleged party will be able to continue to study remotely (if possible and if appropriate), will continue to receive student support funds, and continue to access support services. Similarly, a staff member may be suspended from work for a reasonable period to investigate any allegation of GBV misconduct, as per the Staff Disciplinary Procedure. During any period of suspension, the staff member will continue to receive full salary and all benefits due under their contract of employment. This precautionary action is not a pre-judgement but is intended to protect the interests of all parties. To maintain the safety of the victim/survivor, and the validity of any investigation, UHI Inverness must take steps to limit potential contact between the alleged party and the victim/survivor, including online, on campus, and in UHI residences.

3. Our Responsibilities

3.1   Staff GBV Awareness

This policy seeks to improve the knowledge and confidence of all staff. We are committed to providing our staff with mandatory training to support awareness of our GBV approach and to be able to support, signpost or refer others appropriately. We acknowledge the variety of roles, remits, and expertise of our staff across the entire institution and, as such, training and learning opportunities are tailored. It is key that all staff and our Board of Management are aware of what GBV is, UHI Inverness's GBV approach, and how and when to signpost or refer others.

3.2   Student GBV Awareness

UHI Inverness has a responsibility to ensure all students are aware of their own responsibilities in relation to adherence to the Student Code of Conduct, which specifies behaviours of Gender Based Violence that are unacceptable. Students may have additional responsibilities in relation to their behaviour if Fitness to Practice guidelines or Student Criminal Offence Data Policy applies. Students are given the opportunity to engage with the online Gender Based Violence Student Training Module, as well as internal targeted activities and campaigns.

3.3   GBV Prevention through Awareness

This policy highlights our prevention responsibilities. Our GBV prevention goal is to raise awareness of GBV amongst staff, students, and our communities, to ultimately prevent behaviours that perpetuate GBV. Our approach to prevention is guided by the ecological framework and relies on partnership working and promotion of appropriate and impactful internal and external campaigns. Whilst we may share prevention or safety 'advice', we acknowledge that responsibility for GBV lies with those who

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Preventing and Responding to Gender Based Violence (GBV) Policy

perpetrate it and not with victims/survivors or bystanders. This policy, along with relevant signposting, will be highlighted on the student and staff-facing webpages.

All staff can engage in opportunities that raise awareness of the policy, our approach, and of GBV in general. These opportunities may be arranged internally or externally, and Student Support Managers or deputised staff may participate in Violence Against Women Partnerships to discover local opportunities for such. The Marketing and Communications team will be instrumental in ensuring messaging aligns with the approaches laid out in this policy, and reaches students appropriately, e.g., via social media.

3.4   GBV and the Curriculum

UHI Inverness endeavours to promote awareness of GBV, and values of equality and diversity, across our curriculum. Furthermore, where students participate in courses linked with potential front-line responses to GBV (such as Education, Health and Social Care, and Criminal Justice), we will endeavour to embed the themes and principles relating to GBV.

3.5   GBV Disclosures

This policy recognises that incidents of GBV are grossly underreported[6]. We therefore actively encourage disclosures by increasing awareness, availability, and accessibility of GBV disclosure and reporting routes.

3.6   GBV Support & Intervention

We recognise that all types of GBV can cause harm and trauma. UHI Inverness has a duty of care to protect the health, safety, and welfare of its students and staff. Student victim/survivors should not find that their studies end, and chances of success decline, because trauma-informed support was not offered to them. UHI Inverness will strive to ensure that a high level of intervention support is provided to victim/survivors.

4. Exceptions

This policy applies without exceptions, exclusions, or restrictions to all employees and enrolled students.

5. Notification

5.1   All staff members will be notified of this policy and any changes to it and any related guidance through the normal channels.

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[6] Rape Crisis Scotland (2020). Annual Report 2019-2020. Available here.

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6. Roles and Responsibilities

6.1   The Learning, Teaching and Research committee is responsible for approving the policy and ensuring that it is followed. This committee are also responsible for ensuring the strategic effectiveness of the policy.

6.2   The Executive Management Team are responsible for operational compliance with and effectiveness of the policy, by ensuring that staff operate in an environment where they can fulfil their responsibilities in relation to the policy.

6.3   The Access and Progression Manager is responsible for collecting anonymised data regarding GBV, e.g., number of disclosures made, and number of student disciplinary cases or staff conduct cases involving GBV. They will be asked to share this anonymous data as part of UHI Inverness's annual Safeguarding report to the Learning, Teaching and Research committee.

6.4   Line managers should ensure that staff can access the policy and are supported to implement it in practice. In support of this, line managers should also ensure their staff can access appropriate emotional and development support given the sensitive nature of GBV. Where staff report a personal situation of GBV, line managers should seek advice from HR in offering support and implementing appropriate safety arrangements for the workplace.

7. Knowledge & Training Responsibilities

7.1   All staff are responsible for familiarising themselves with the policy and any associated guidance.

7.2   All staff must undertake the GBV E-Learning Module available on Brightspace every 2 years, as part of mandatory LIST training.

7.3   The GBV Working Group, with support from the Professional Development team, are responsible for developing and/or arranging GBV training from external agencies for staff to access the appropriate level of training for their role.

8. Legislative Framework

- Adults with Incapacity (Scotland) Act 2005
- Adult Support and Protection (Scotland) Act 2007
- Children and Young Person (Scotland) Act 2014
- Data Protection Act 2018
- Domestic Abuse (Scotland) Act 2018
- Equalities Act 2010
- Forced Marriage etc. (Protection and Jurisdiction) (Scotland) Act 2011
- General Data Protection Regulation (GDPR) 2018
- Human Trafficking & Exploitation (Scotland) Act 2015
- Mental Health (Care and Treatment) (Scotland) Act (2003)
- Mental Health (Scotland) Act 2015
- Police and Fire Reform (Scotland Act 2012
- Protection of Children (Scotland) Act 2003

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- [Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005](#)
- [Protection of Vulnerable Groups (Scotland) Act 2007](#)
- [Sexual Offences (Scotland) Act 2009](#)
- [Victims and Witnesses (Scotland) Act 2014](#)

9. Related Policies, Procedures, Guidelines and Other Resources

- UHI Complaints Handling Procedures
- UHI Concerned Parent Protocol
- UHI Fitness to Practise Guidelines (course-specific)
- UHI Mental Health Strategy
- UHI Placement and Externally Supported Learning Policy (Tertiary)
- UHI Policy on Protecting Vulnerable Groups (PVG) Scheme membership for students
- UHI Safeguarding Policy
- UHI Safeguarding Procedure
- UHI Staff Guidance for Responding to Student Disclosures of GBV
- UHI Student Code of Conduct
- UHI Student Conduct Policy
- UHI Student Criminal Offence Data Policy
- UHI Student Disciplinary Procedure
- UHI Student Mental Health and Counselling Policy
- UHI Suicide Intervention and Risk Management Policy and Guidance
- UHI Inverness Dignity in the Workplace
- UHI Inverness Promoting a Positive Learning Environment Policy
- UHI Inverness PVG Scheme for External Stakeholders and Support Staff Procedure
- UHI Inverness PVG Scheme Procedure for New and Existing Staff
- UHI Inverness Staff Code of Conduct
- UHI Inverness Staff Disciplinary Policy
- UHI Inverness Staff Disciplinary Procedure
- UHI Inverness Tertiary Support to Study Procedure
- [Equally Safe: Scotland's Strategy to Eradicate Violence Against Women](#)
- [Equally Safe in Higher Education Toolkit: Guidance and Checklist for Implementing a Strategic Approach to Gender-based Violence Prevention in Scottish Higher Education Institutions.](#)
- [LGBT+ People and Sexual Violence](#)
- [Respect UK Toolkit for Work with Male Victims of Domestic Abuse](#)
- [SafeLives DASH Risk Checklist](#)
- [UHI Gender Based & Sexual Violence Webpages](#)
- [UHI GBV staff SharePoint training and resources](#)
- UHI Student Survivor Tool Procedures

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10. Version Control and Change History

Version	Date	Approved by	Amendment(s)	Author
0				
1				
2				
3				
4				

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Board of Management

Subject/Title:	Professional Development update
Author: [Name and Job title]	Fiona Gunn, Professional Development Manager
Meeting:	HR committee
Meeting Date:	22 June 2023
Date Paper prepared:	16 June 2023
Brief Summary of the paper:	This paper provides a brief update on Professional Development activities in semester 2 of 2022/23, including the Collaborative Leaders programme, GTCS registration, Teaching Qualifications and Staff Conference.
Action requested: [Approval, recommendation, discussion, noting]	Discussion

Link to Strategy: Please highlight how the paper links to, or assists with:**:** ☐ compliance ☐ partnership services ☐ risk management ☐ strategic plan ☐ new opportunity/change	Links to strategic objectives: • To ensure professional practice of all staff are aligned to sector standards, industry best practice and our values. • 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.
Resource implications:	No
Risk implications:	No **If yes, please specify:** Operational: Organisational:
Equality and Diversity implications:	**No** **If yes, please specify:**
Student Experience Impact:	Yes If yes, please specify: Learning & teaching enhancement and GTCS validation have potential

	impact on the student experience.
Consultation: [staff, students, UHI & Partners, External] and provide detail	N/A
Status – [Confidential/Non confidential]	Non confidential
Freedom of Information Can this paper be included in "open" business* [Yes/No]	Yes

*If a paper should **not** 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

Purpose

This paper provides a brief update on Professional Development activities in semester 2 of 2022/23, including the Collaborative Leaders programme, GTCS registration, Teaching Qualifications and Staff Conference.

Main body of information

1. Collaborative Leaders programme

The first two parts of the leadership development programme have now been completed by 38 managers and team leaders. Participants explored the topics of Collaborative Leadership and Performance during 2 full day workshops and 2 action learning sessions.

An evaluation of the programme is currently underway and feedback from participants will help shape the development of the remaining two parts of the programme. These sessions will be delivered during semester 1 of 2023/24 and will cover Coaching & Mentoring and Decision Making.

An evaluation of the programme will be presented to the EMT on 21 June.

2. GTCS Registration

On 3 April 2023 the General Teaching Council (Scotland) opened a new Provisional (Conditional) pathway to registration for College Lecturers. There are now four application routes available to our staff:

- Lecturers who completed a teaching qualification (Primary or Secondary or TQFE) in Scotland.
- Lecturers who were previously registered with GTCS but let their registration lapse or had it removed.
- Lecturers who completed a teaching qualification (Primary or Secondary) outside Scotland.
- Lecturers who do not hold a GTCS recognised teaching qualification but wish to apply for Provisional (Conditional) registration.

The PD team are working with colleagues from HR to support all lecturers to follow one of the registration routes. An update on the number of lecturers registered will be provided to the next meeting.

3. Teaching Qualifications

During 2022/23, 11 lecturers successfully completed their Teaching Qualification in Further Education.
The educational aims of the TQFE programme are aligned with the GTCS Professional Standards for Lecturers in Scotland's Colleges and include:

- To provide lecturers with a knowledge and awareness of the complexity of student learning needs;
- To enable and support individual development as a critical, reflective and enquiring professional;

- To build knowledge and skills through collaborative and interpersonal learning, teaching and assessment opportunities; and
- To prepare lecturers for effective teaching in tertiary establishments, equipping them with the knowledge, skills and attributes requisite for them to hold the teaching qualification required for them to register with the GTCS as a Lecturer.

Also, during 2022/23, 13 lecturers successfully completed their Professional Development Award *Teaching Practice in Scotland's Colleges.*

This level 9 award is primarily aimed at newly appointed lecturers and aims to enhance their professional core competences and abilities. It is an important part of the Professional Development Pathway for lecturers at UHI Inverness and is normally undertaken following completion of the mandatory Learning & Teaching Induction programme and prior to embarking on a formal teaching qualification such as the Teaching Qualification in Further Education (TQFE).

4. Staff Conference

Preparations for Staff Conference 2023 are almost complete, and we are looking forward to an enjoyable day together on Tuesday 20th June, with approximately 250 staff attending.

Our opening session and all our workshops will focus on the theme *Evolve & Adapt*. We will explore how metaskills underpin this theme through the three strands of innovation, social intelligence and self-management. Our aim is to consider how these skills are relevant to staff and can help us to develop and adapt in our fast-paced educational environment. Communication will be an important focus at the conference, and we will provide opportunities for all staff to mix and collaborate at workshops and enjoy social time together during breaks and lunch.

Staff Conference 2023- Evolve & Adapt

0900-0945	Registration & Breakfast	Atrium & Corrie
1000-1020	Opening	Sports Hall
1020-1050	Group Session	Sports Hall
1050-1100	Linking our themes	Sports Hall
1100-1130	Break & Social Time	Refreshments in The Corrie, 1st Floor & Atrium
1130-1245	Workshop session 1	Various
1245-1415	Lunch & Social Time	Atrium
1415-1530	Workshop session 2	Various
1530-1600	Plenary	Sports Hall

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Workshops – Staff select to attend one workshop from group A and one from group B

Group A Workshops

Theme	Description	Room
Feeling	Argentine Tango	Performing Arts
Creativity	Arts & Crafts	228
Creativity	Beautiful Bags	229
Creativity	Carpentry & Joinery Taster	G25
Collaborating	Choir	Lecture Theatre
Creativity	Cookery	Shieling Kitchen
Creativity	Green Thumbs & All Fingers	Outside
Feeling	Laughter Yoga	203/204
Leading	Orienteering	Outside
Feeling	Soothing Sounds	146/147
Focusing	Strength Training	Fitness Suite
Focusing	Yoga	108

Self-management: Focusing, Integrity, Adapting, Initiative
Social Intelligence: Communicating, Feeling, Collaborating, Leading
Innovation: Curiosity, Sense-making, Creativity, Critical thinking

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Group B Workshops

Theme	Description	Room
Adapting	GTCS Digital Tool	142
Critical thinking	Exploring AI Tools	116
Critical thinking	Metaskills	Boardroom
Adapting	HR – Supporting Staff	224
Integrity	#ItsNotOn	114
Integrity	LGBT Diversity & Inclusion	212
Communicating	Positive Conversations	215
Curiosity	Research Journey	144
Communicating	Speaking Confidently	209
Initiative	Sustainably Bold	143

Self-management: Focusing, Integrity, Adapting, Initiative
Social Intelligence: Communicating, Feeling, Collaborating, Leading
Innovation: Curiosity, Sense-making, Creativity, Critical thinking
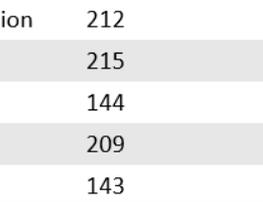
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Conclusion

There is a continued focus on the development of all staff through provision of a wide range of opportunities. These include mandatory training, leadership development, professional registration, teaching qualifications and an all-staff conference.

UHI INVERNESS

Subject/Title:	National Bargaining
Author:	Nicola Quinn, HR Manager
Meeting:	HR Committee
Meeting Date:	22 June 2023
Brief Summary of the paper:	To report on the latest developments in pay and conditions collective bargaining.
Action requested: [Approval, recommendation, discussion, noting]	Noting and discussion.
Link to Strategy: Please highlight how the paper links to, or assists with:: compliance partnership services **risk management** strategic plan new opportunity/change	
Resource implications:	Yes / No If yes, please specify:
Risk implications:	Yes / No If yes, please specify: Operational: Organisational:
Equality and Diversity implications:	Yes/No If yes, please specify:
Student Experience Impact:	Yes/No If yes, please specify:

Consultation: [staff, students, UHI & Partners, External] and provide detail	
Status – [Confidential/Non confidential]	<mark>Confidential</mark>
Freedom of Information Can this paper be included in "open" business* [Yes/No]	NO

*If a paper should **not** 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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HR Committee 22 June 2023

Subject/Title:	Confidential Update on Impact of FE Credits Reduction
Author: [Name and Job title]	Georgina Parker Vice Principal – Operations & External Relations
Meeting:	HR Committee
Meeting Date:	22 June 2023
Date Paper prepared:	15 June 2023
Brief Summary of the paper:	The paper provides a confidential update on the actions taken in light of the late notified reduction in FE credits, within the context of flat funding, increasing costs and a deficit draft budget for 2023/24.
Action requested: [Approval, recommendation, discussion, noting]	Discussion
Link to Strategy: Please highlight how the paper links to, or assists with:: ☐ compliance ☐ partnership services ☐ risk management X strategic plan ☐ new opportunity/change	
Resource implications:	Yes / **No** **If yes, please specify**:
Risk implications:	**Yes** / No **If yes, please specify:** Operational: Organisational:
Equality and Diversity implications:	Yes/**No** **If yes, please specify:**
Student Experience Impact:	Yes/No If yes, please specify:
Consultation: [staff, students, UHI & Partners, External] and provide detail	
Status – [Confidential/Non confidential]	Confidential

Freedom of Information Can this paper be included in "open" business* [Yes/No]	No		
*If a paper should **not** be included within "open" business, please highlight below the reason.			
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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)	Y	Other (Please give further details)	

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Subject/Title:	Human Resources Report Quarter 3 2022/23
Authors: [Name and Job title]	Nicola Quinn, Human Resources Manager Claire Fraser, Human Resources Business Partner
Meeting:	HR Committee
Meeting Date:	22 June 2023
Brief Summary of the paper:	This report presents qualitative analysis of key HR measures surrounding turnover and absence.
Action requested: [Approval, recommendation, discussion, noting]	Discussion
Link to Strategy: Please highlight how the paper links to, or assists with**:** • compliance • partnership services • risk management • strategic plan • new opportunity/change	Enhancing Performance
Resource implications:	No **If yes, please specify**:
Risk implications:	Yes / No **If yes, please specify:** Operational: Organisational:
Equality and Diversity implications:	Yes/No **If yes, please specify:**
Consultation: [staff, students, UHI & Partners, External] and provide detail	EMT

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Status – [Confidential/Non confidential]	**Confidential**
Freedom of Information Can this paper be included in "open" business* [Yes/No]	<mark>No</mark>

*If a paper should **not** be included within "open" business, please highlight below the reason.

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Its disclosure would substantially prejudice the commercial interests of any person or organisation (S33)		Its disclosure would constitute a breach of confidence actionable in court (S36)	
Its disclosure would constitute a breach of the Data Protection Act (S38)	<mark>Y</mark>	Other (please give further details)	
For how long must the paper be withheld? (express either as the time which needs to pass or a condition which needs to be met.)			

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http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf

UHI INVERNESS

Subject/Title:	Business Case
Author:	Nicola Quinn, HR Manager
Meeting:	HR Committee
Meeting Date:	22 June 2023
Brief Summary of the paper:	The Committee is asked to consider the attached business case for approval.
Action requested: [Approval, recommendation, discussion, noting]	Approval

Link to Strategy: Please highlight how the paper links to, or assists with:**:** compliance partnership services **risk management** strategic plan new opportunity/change	
Resource implications:	Yes / No If yes, please specify:
Risk implications:	Yes / No If yes, please specify**:** Operational: Organisational:
Equality and Diversity implications:	Yes/No If yes, please specify:
Student Experience Impact:	Yes/No If yes, please specify:
Consultation: [staff, students, UHI & Partners, External] and provide detail	
<mark>**Status –** [Confidential/Non confidential]</mark>	<mark>**Strictly Private and Confidential**</mark>
Freedom of Information Can this paper be included in "open" business* [Yes/No]	NO

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HR Committee 22 June 2023

UHI INVERNESS

Subject/Title:	Committee & Chair Evaluation
Author: [Name and Job title]	Lisa Ross Governance Officer
Meeting:	HR Committee
Meeting Date:	22 June 2023
Date Paper prepared:	16 June 2023
Brief Summary of the paper:	Annual HR Committee and Chair Evaluation Exercise
Action requested: [Approval, recommendation, discussion, noting]	The Committee is requested to individually undertake the Committee and Chair Evaluation Exercises which have been made available to them via JISC Survey.
Link to Strategy: Please highlight how the paper links to, or assists with:: • compliance • partnership services • risk management • strategic plan • new opportunity/change	The Code of Good Governance for Scotland's Colleges establishes standards of good governance practice for all boards and provides the essential foundations for compliance within the legislative framework. One of the five principles around which the code has been developed is effectiveness. Paragraph D24 states that "The board must agree a process for evaluating the effectiveness of the board chair and the committee chairs"
Resource implications:	
Risk implications:	Yes/No Operational: required for the proper Governance of the College
Equality and Diversity implications:	N/A
Consultation: [staff, students, UHI & Partners, External] and provide detail	

Status – [Confidential/Non confidential]	Non-Confidential
Freedom of Information Can this paper be included in "open" business* [Yes/No]	Yes

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Its disclosure would substantially prejudice the commercial interests of any person or organisation (S33)		Its disclosure would constitute a breach of confidence actionable in court (S36)	
Its disclosure would constitute a breach of the Data Protection Act (S38)		Other (please give further details)	
For how long must the paper be withheld? (express either as the time which needs to pass or a condition which needs to be met.)			

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Following feedback received as part of last year's Committee and Chair Evaluations process, it was agreed that future evaluations would be completed individually via an online survey. Members of the HR Committee have been provided with access to these evaluations via the confidential JISC Survey with emails already having been sent to members. Members are requested to complete this process by **5.00 p.m. on 27 June 2023.**

Any actions highlighted as part of these evaluations will be brought to the Board of Management and feedback on the Chair will be discussed as part of the separate Board Member Evaluation Process.