University of the Highlands and Islands
Inverness College

Board of Management

MINUTES of the MEETING of the HUMAN RESOURCES COMMITTEE held in the Boardroom, 1 Inverness Campus on Thursday 28 November 2019

PRESENT:	Innis Montgomery, Chris O'Neil, John Wilson
**CHAIR*:*	Innis Montgomery
APOLOGIES:	Andy Gray, Steve Walsh
ATTENDING:	Director of Organisational Development
	Clerk (Shona MacDonald)

1. MINUTES

The Minutes of the Meeting of the Human Resources Committee held on 26 June 2019 were **AGREED** as a correct record and were **APPROVED** and signed.

2. OUTSTANDING ACTIONS

The Committee considered each of the outstanding actions and **AGREED** that a number had been completed so could be removed from the list.

3. POLICIES

The Director of Organisational Development presented the Relocation and Removal Policy to inform the committee of the changes. The committee **APPROVED** the policy.

The Director of Organisational Development presented the Maternity & Parenting Leave Policy to inform the committee of the changes. The committee **APPROVED** the policy.

4. ORGANISATION AND PROFESSIONAL DEVELOPMENT STRATEGY - REVIEW OF PROGRESS

The Director of Organisational Development presented a paper to outline the progress to date. There was some discussion around workforce planning, Professorships, utilisation of short term staff, UHI Shared Services, appointment of the UHI Vice Chancellor and UHI Common Policies.

The Committee raised concerns around strategic objective number 2, shared services, in that this had not, and would not be, achieved. It was suggested that the Board of Management discuss this at the next Board of Management meeting and perhaps approach other Academic Partners to discuss a way forward. This was **AGREED**.

The Committee **AGREED** to review the proposal from Investors In People (IIP) with regards to reaccreditation going forward.

There was discussion of additional financial training for the Board of Management at the January BOM away day and the committee **AGREED** that this would be useful.

5. HUMAN RESOURCES – QUARTER 1 REPORT 2019/20
A report by the Director of Organisational Development presented qualitative analysis of key HR measures surrounding turnover and absence.

The key issues reported were utilisation of supply staff, a dismissal and the mutual Support SMT resignation.

6. WORKFORCE PLANNING
A report by the Director of Organisational Development presented a paper to detail the work undertaken on building on the Finance Strategy approved at the Finance and General Purposes Committee in February 2019 and the Organisation and Professional Development Strategy 2017 - 2020; this report provides an update on the report to Board in March 2019 and the key areas of focus in the draft workforce plan for 2020-2025.

7. NATIONAL BARGAINING
The Director of Organisational Development provided a report to advise on the latest developments in pay and conditions collective bargaining. The committee noted that the Board could raise concerns and risk levels but were limited in the actions they could undertake.

8. HALF YEARLY EMPLOYMENT LAW UPDATE
A report by the Director of Organisational Development set out a summary of the key employment law developments over the last 6 months and any actions/implications on the college.

9. EXTERNAL SUPPORT ANNUAL REPORT
A report by the Director of Organisational Development provided an update regarding the tender and appointment of the College Occupational Health Service and Legal Services. Confidential discussions on this report took place.

10. AOCB

Steve Walsh was thanked for Chairing the Human Resource Committee. It was agreed that further members were required for the committee.

11. DATE OF NEXT MEETING – Thursday 12 March 2020 at 08.30am.

Signed on behalf of the Chair:

Date: 12.03.20