



**Minute of the Argyll College Management Board
Human Resources & Remuneration Committee
held at 10.30 am on Friday, 24th August 2018
in room OBI, Oban Campus**

Present: Ken Jones (Chair); Andrew Campbell (AMC)

Via VC: Jennifer Swanson (JS)

In Attendance: Ailsa Close (AEC); Elaine Munro (EM); Fiona Fenn-Smith (FS) (Secretary)

No	Item	Action
18.3.1	Welcome & apologies for absence. Received from Fraser Durie. Noted committee is currently one member short.	
18.3.2	Declaration of interest & to identify if any items deemed to be confidential. No declarations of interest. Items 18.3.5 & 18.3.6 deemed to be confidential.	
18.3.3	Minute of meeting held on 18th May 2018. The minutes approved as an accurate record of the meeting and signed by the Chair.	FS
18.3.4	Matters arising. (a) Policies (18.2.7). All actions completed and policies are on college website & SharePoint. EM to send link to site to governors and link to video explaining how to access SharePoint. FS to include link to policies in emails to governors.	EM FS
18.3.5	Nursery update. (Previously circulated.) Confidential minute.	
18.3.6	ASSUR HR audit. (Previously circulated.) Confidential minute. Approved. Bring back to November meeting for review on update on outstanding actions.	EM
18.3.7	Personnel issues. Confidential minute.	
18.3.8	Summary of recruitment (Mar to May). Document previously provided by EM noted by the committee: 2 x long term sickness absence, 1 x disciplinary action; 1 x gross misconduct – appeal to be heard next week.	
18.3.9	AOCB (a) Principal. KJ noted that a new Principal had been selected and would take up post in October. Confirmation was sought from the Chairman of the Board that the HR and Remuneration Committee was not required to take any part in any discussion or decisions about the terms of his appointment. AC confirmed that formal approval for the new appointment and his terms and conditions would be a matter for the whole Board at the next Board meeting on 14 th September 2018. At this point EM and AEC were asked to leave the meeting so that the Board members could have a private discussion about recognition of their excellent contributions during the Principal's absence on sick leave.	

	<p>(b) Honorarium for EM & AEC - AMC expressed the Board's appreciation for the extra work and responsibility taken by EM and AEC during the Principal's absence on sick leave. It was noted that this would likely continue until the new Principal comes into post in October. Although prior to leaving the meeting, both EM and AEC had expressed no wish for financial reward for their efforts, the committee felt strongly that their contribution should be acknowledged in some tangible way. AMC pointed out the significant differential between the Principal's salary and that of the rest of the SMT and suggested that, given the current situation, it would be timely to review the SMT pay scales. Notwithstanding this, KJ suggested that it would be appropriate to reward EM and AEC with an honorarium and this was supported by the committee. The committee noted that there were no existing College policies on rewarding staff for exceptional performance or for temporarily taking on increased responsibility and, therefore, there were currently no guidelines to help determine the value of any remuneration. KJ, AMC and JS agreed to continue to discuss this further outside the meeting to arrive at a suitable formula for any award. A recommendation will be brought to the Board for approval at a future date.</p> <p>(c) SMT Pay scales. Following on from the previous point, the committee agreed that there needs to be a review of senior pay scales.</p>	
18.3.10	Date of next Human Resources & Remuneration Committee. Friday, 16 th November 2018, venue to be decided.	
	<p>Signed by</p> <p>..... Date</p> <p>Chair of Human Resources & Remuneration Committee</p>	