



**Final Version Minutes of the Argyll College Management Board
Human Resources & Remuneration Committee
held at 1.30pm on Friday 27th November 2020
via Webex Teams**

Present: Jennifer Swanson (JS) Chair; Maggie Tierney (MT); Andrew Campbell (AMC); Martin Jones (MJ); Billie Smith (BKS)

Apologies:

In Attendance: Elaine Munro (EM); Ailsa Close (AEC); Vicky Daveney (VD)(Board Secretary)

No	Item	Action
20.4.1	Welcome & apologies for absence. The chair welcomed members to the meeting.	
20.4.2	Declaration of interest & to identify if any items deemed to be confidential. 20.4.5 is a confidential item. 20.4.6 is a confidential item.	
20.4.3	Minute of previous meeting The minutes to be signed by Chair as an accurate record of the meeting.	JS/VD
20.4.4	Outstanding Actions <ul style="list-style-type: none"> • Awayday/Induction – to be rearranged when Covid-19 restrictions ease. • Redundancy policy – MJ to revisit whether requirement 	
20.4.5	Matters arising Confidential item	
20.4.6	Summary of Recruitment and HR in last quarter Confidential item	
20.4.7	Annual HR Report MJ stated there had been a significant improvement in staff short-term sickness and noted the support service for staff, EAP, is being accessed. JS commented that this is reflected in other sectors and welcomed the work supporting staff wellbeing. MT commented on the gender bias of teaching staff. MJ stated that recruitment can be difficult due to location and some curriculum areas tend to have predominantly male or female tutors.	
20.4.8	Internal Audit Report 2020/21 – Staff Development MJ stated the need for the HR function to be more strategic and to integrate staff development. MT welcomed the plans discussed to address the issues raised in the audit report.	
20.4.9	Terms of Reference – for review	

	<p>The committee approved the existing terms of reference. MT commented on the requirement for financial expertise on the F&GP Committee once the existing Chair steps down. Point 3.3 of the Terms of Reference states that “at least one member should have a background in finance, accounting or audit.” At this point MJ, AEC and EM left the meeting in order for confidential discussions to take place among the remaining committee members.</p>	
<p>20.4.10</p>	<p>Date of next meeting. Board Meeting – Friday 11th December Committee Meetings – To be agreed</p>	
	<p>Signed by</p> <p>..... Date</p> <p>Chair of Human Resources & Remuneration Committee</p>	



Outstanding Actions

		Responsibility	Deadline
September 2020			
Awayday/Induction	<i>Postponed due to covid restrictions. To be re-arranged when restrictions eased.</i>	AMC/MJ/VD	June 2021
Redundancy Policy	<i>Revisit whether there is a requirement for location to be added to policy.</i>	MJ	CM Feb 2021
November 2020			
Awayday/Induction	Postponed due to covid restrictions. To be re-arranged when restrictions eased.	AMC/MJ/VD	June 2021
Redundancy Policy	Revisit whether there is a requirement for location to be added to policy.	MJ	CM Feb 2021