



A meeting of
Argyll College Human Resources & Remuneration Committee
to be held at 1.30 pm on Friday 12 June 2020
by Webex Teams

Tel 07384 246325 Dial-in Code - 148743005@uhi.webex.com

A G E N D A

Item		STATUS	PAPERS
20.2.1	Welcome & apologies for absence		
20.2.2	Declarations of interest & to identify any items deemed confidential 20.2.5 is a confidential item 20.2.7 is a confidential item		
20.2.3	Minute of meeting 28 February 2020	For approval	Attached
20.2.4	Matters arising		
20.2.5	Summary of HR and Recruitment in last quarter Confidential item	For information	Attached
20.2.6	Summary of the HR and staffing actions taken to adhere to Scottish Government Guidance re COVID	To note	Attached
20.2.7	Confidential item	For information	Verbal
20.2.8	Amendments to policies <ul style="list-style-type: none">Revised Redundancy Policy & Procedure	For approval	Attached
20.2.9	AOCB		
20.2.10	Date of next meeting: Friday 11 September 2020 – location TBC.	To note	



**FINAL VERSION Minutes of the Argyll College Management Board
Human Resources & Remuneration Committee
held at 3.00pm on Friday 28th February 2020
at CERC, Lochgilphead Centre**

Present: Jennifer Swanson (JS) Chair; Andrew Campbell (AMC); Martin Jones (MJ)
Apologies: No apologies
In Attendance: Elaine Munro (EM); Ailsa Close (AEC); Vicky Daveney (VD)(Board Secretary)

No	Item	Action
20.1.1	Welcome & apologies for absence. No apologies received.	
20.1.2	Declaration of interest & to identify if any items deemed to be confidential. 20.1.5 is a confidential item. 20.1.8 is a confidential item.	
20.1.3	Minute of previous meeting Minutes of meeting held on 29 November 2019 were approved (signed at Dec 2019 Board Meeting).	
20.1.4	Matters arising <ul style="list-style-type: none"> Recruitment of board members AC confirmed that the recruitment process had been successful and 6 new board members have been recruited. An away day/induction is to be organised for early May with a view to them attending the June board meeting. ACTION: Discuss away day/induction and make arrangements 	AC/MJ/VD
20.1.5	Summary of Recruitment and HR in last quarter Confidential item	
20.1.6	Amendments to Policies Revised Redundancy Policy & Procedure MJ has added an additional paragraph to this policy regarding support for employees during redundancy. The committee were in agreement.	
20.1.7	Employee Assistance Programme MJ confirmed that the college has signed up to EAP to provide support and health information free to employees. An annual report will be brought to the committee to monitor usage. JS asked if this has been actively promoted. MJ confirmed that all staff have been emailed with the details, including nursery staff.	
20.1.8	Confidential item	
20.1.9	AOCB JS asked if messages are going out about Coronavirus. MJ confirmed that posters and hand gels have been distributed to all centres. EM said that there is also information on the student portal from UHI.	

20.1.10	<p>Date of next meeting Committee Meetings – Friday 22nd May, Location TBC Board Meeting – Friday 5th June, Location TBC</p>	
	<p>Signed by</p> <p>..... Date</p> <p>Chair of Human Resources & Remuneration Committee</p>	

To: Human Resources and Remuneration committee

Date: 12 June 2020

Status: For information

20.2.6 – Summary of HR and staffing actions taken to adhere to Scottish Govt guidance on COVID_19

- 04.03.2020 – Marketing team issue posters, information, guidance on Coronavirus to centres
- 06.03.2020 – Marketing team issue News Roundup for February 2020
- 12.03.2020 – Head of Marketing and Communications advises all staff of Coronavirus information area on SharePoint.
- 16.03.2020 – All staff update – nursery closure and deep clean, advising staff to use NHS websites as per guidance and advice from Scottish Govt, reminder of procedure for reporting all absences.
- 16.03.20 – Depute Principal emails teaching staff to ask if they have the technical capacity at home to continue teaching, if the college moves to on-line teaching
- 16.03.2020 – Head of Student services issues information for students and ensures all teaching staff, centre staff and senior management team are aware
- 17.03.2020 – Principal updates all staff that face-to-face teaching ceases from end of day.
- 17.03.2020 – Depute Principal asks all staff to self-disclose any underlying health conditions to HR, stresses information will remain strictly confidential.
- 17.03.2020 – Principal updates all staff on support available for online learning,
- 18.03.2020 – Principal updates all staff on working arrangements, centres open with skeleton staff only from 19.03.2020. Reminder of Coronavirus area with all information on SharePoint
- 18.03.2020 – Principal reminds all staff about IT access, password set up, 2 step authenticator.
- 20.03.2020 – Principal updates all staff that college centres close at end of day
- 27.03.2020 – Head of Property issues a guide to working from home to all staff
- 27.03.2020 – Principal update to staff – one week into lockdown.
- 30.03.2020 – Principal asks staff who are volunteering locally to notify HR with details.
- 02.04.2020 – Depute Principal update to staff– confirming students will have Easter holidays as planned, teaching staff to take two weeks annual leave over Easter and support staff to take a minimum of 2 days each week of Easter break.
- 03.04.2020 – Principal video message to all staff.
- 04.05.2020 – Marketing team issue News Roundup for March and April
- 13.05.2020 – Principal update on staff who have been furloughed
- 22.05.2020 – Principal update – lockdown easing, current position remains in place.
- 22.05.2020 – Principal update – 2020/21 Term Dates confirmed.
- 03.06.2020 – Marketing team issue New Roundup for May

Furloughed Staff – effective from 7th May on full pay

- Nursery Staff x 8
- Centre Administrators x 7
- Cleaners x 5
- IT Modern Apprentice x 1
- Kitchen Cook x 1



Redundancy Policy and Procedure

Policy Number:	AC015
Revision Number:	1
Date of Issue:	July 2017
Status:	Approved
Date of Approval:	16/06/2017
Responsibility for Policy:	Depute Principal
Responsibility for Implementation:	Depute Principal
Responsibility for Review:	HR Officer
Date of Last Review:	
Date of Last Revision:	
Date of Next Review:	July 2022
Date of EIA	Sept 2017

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1. Policy statement:

- 1.1. Argyll College UHI is committed to maximising security of employment for its employees, and will seek to avoid compulsory redundancies wherever possible. However, it recognises that there may be circumstances when staffing requirements change and compulsory redundancies cannot be avoided.
- 1.2. Where compulsory redundancy is inevitable, Argyll College UHI will handle the redundancy exercise in a fair, consistent and sympathetic manner.

2. Purpose:

- 2.1. The aim of this policy is to set out the procedures that will be followed in cases of redundancy, ensuring compliance with employment law and ACAS guidance.
- 2.2. In following the redundancy procedure set out in this policy, Argyll College UHI will not discriminate directly or indirectly. Part time employees will not be treated less favourably than full time employees.

3. Scope:

- 3.1. For all employees of Argyll College UHI who are affected by a potential redundancy situation. This policy and procedure does not apply to agency workers, consultants or contractors.
- 3.2. This policy does not form part of an employee's contract of employment and Argyll College UHI reserves the right to amend or replace this policy at any time.

4. General principles:

- 4.1. Argyll College UHI aims to avoid redundancies wherever possible, however the needs of the business may from time to time require a reduction in the overall number of staff employed or organisational changes that result in some employees being made redundant.
- 4.2. Where redundancies are proposed, Argyll College UHI will consult individually with all affected employees, and where appropriate, with trade union or other employee representatives.
- 4.3. Argyll College UHI may, as an initial step, consider some or all of the following alternatives, as appropriate to the situation and subject to Argyll College's business needs at the time, in order to avoid compulsory redundancies.
 - 4.3.1. Natural wastage;
 - 4.3.2. Retraining and redeployment
 - 4.3.3. Flexible working arrangements
 - 4.3.4. Voluntary redundancies [acceptance of which will be at Argyll College UHI absolute discretion] or early retirement; and/or
 - 4.3.5. Offer suitable alternative employment wherever possible.

5. Procedure:

5.1. Consultation

- 5.2. Where compulsory redundancies cannot be avoided, all affected employees [and where appropriate union and/or employee representatives] will be notified.
- 5.3. Argyll College UHI will consult [recognised trade unions and/or employee representatives] on:
 - 5.3.1. The redundancy procedures to be followed; and
 - 5.3.2. The criteria to be applied

5.4. Selection

- 5.5. Selection of those employees potentially at risk of redundancy will be undertaken using objective selection criteria, which will be consistently applied, transparent and fair and based on the skills required to meet Argyll College UHI's existing and foreseeable business needs.
- 5.6. The criteria will consist of a range of factors and may include:
 - 5.6.1. Qualifications and skills;
 - 5.6.2. Specialist knowledge;
 - 5.6.3. Aptitude;
 - 5.6.4. Efficiency;
 - 5.6.5. Work performance (such as quality of work);
 - 5.6.6. Timekeeping and attendance; and/or
 - 5.6.7. Disciplinary record.
- 5.7. The selection process may also include competitive interviewing, testing or other forms of assessment.
- 5.8. A record will be kept of the selection process and results
- 5.9. Argyll College UHI will consult with employees who, after the application of selection criteria, have been provisionally selected for redundancy.

5.10. Notice of Redundancy

- 5.11. An employee selected for redundancy will be given written notice of termination of employment in accordance with their contractual terms and subject to minimum statutory requirements.
- 5.12. Argyll College UHI, at its absolute discretion, may make a payment in lieu of notice for all or part of the notice period, eg where it is not practicable or appropriate for the employee to work their notice period and/or the needs of the business allow.
- 5.13. Argyll College UHI reserves the right, at its absolute discretion, to require any employee made redundant not to attend their place of work for all or part of the redundancy notice period and/or to place the employee on garden leave in accordance with any relevant provisions of the employee's employment contract.

5.14. Redundancy payment

5.15. Any employee made redundant who has at least two years continuous service with Argyll College UHI is entitled to statutory redundancy payment, calculated according to age, weekly pay and number of years of continuous service.

5.16. Any employee who receives redundancy pay will receive a written notice setting out how their pay has been calculated.

5.17. In exceptional circumstances, Argyll College UHI may, in its sole and absolute discretion, make an additional ex gratia payment.

5.18. Appeal

5.19. Employees who have received notice that they are to be made redundant have the right to appeal against the decision if they consider they have been unfairly selected for redundancy or that there have been procedural failings.

5.20. Appeals should be made in writing to the HR Officer within 5 working days of written notice of redundancy.

5.21. Appeals will be heard by a member of the Executive Team, no later than 10 days after the appeal has been made.

5.22. Alternative employment

5.23. Argyll College UHI will make every effort to find suitable alternative employment within the organisation. Employees selected for redundancy will be informed of any available vacancies and redeployment opportunities considered until the date of termination of employment.

5.24. If such suitable alternative employment is available, Argyll College UHI will provide a written offer to the employee detailing the terms and conditions applicable to the new employment. Acceptance should be in writing.

5.25. If an employee refuses the offer of alternative employment, they must do so in writing, setting out their reasons. Unreasonable refusal of an offer of a suitable alternative job will lead to loss of the employee's right to redundancy payment.

5.26. Alternative employment may be offered on a statutory trial period of up to four weeks. The trial period will usually commence as soon as the old contract expires, and aims to assess suitability for the role by both employee and employer.

5.27. Time off to seek work

5.28. Employees under notice of redundancy have the right to a reasonable amount of paid time off to seek alternative work, attend interviews or undertake training.

5.29. Annual leave

5.30. Employees will be expected to use any outstanding accrued leave prior to the date of termination of their employment.

5.31. Payment for untaken accrued annual leave will be made subject to and in accordance with the terms of your contract of employment.

5.32. Pension benefits

5.33. You should seek specialist advice regarding the impact of redundancy on your pension.

5.34 Support for Employees

5.35 Argyll College UHI recognises that any employee affected by the processes outlined in this policy may be in need of additional support:

- i) The college gives all its employees the opportunity to access a range of support through a confidential serviced designed to help employees deal with personal and professional problems that could be affecting your home life or work life, health and general wellbeing. This is currently provided by Health Assured. HR will have details of how this can be accessed.
- ii) The college is committed to providing where appropriate, skills based training such as CV writing, interview techniques and individualised advice in order to help employees affected by redundancy.

6. Legislation:

6.1. Employment Rights Act 1996

6.2. Trade Unions and Labour Relations (Consolidation) Act 1992