



A meeting of
Argyll College Human Resources & Remuneration Committee

to be held at 3.00 pm on Friday 28th February 2020

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A G E N D A

Item		STATUS	PAPERS
20.1.1	Welcome & apologies for absence		
20.1.2	Declarations of interest & to identify any items deemed confidential 20.1.8 is a confidential item		
20.1.3	Minute of meeting 29 November 2019	For approval	Attached
20.1.4	Matters arising Update on recruitment of board members	For information	Oral
20.1.5	Summary of HR and Recruitment in last quarter <ul style="list-style-type: none"> Quarterly trends report 	For information	Attached
20.1.6	Amendments to policies i)Existing Redundancy Policy & Procedure ii)Proposed addition to existing policy	For information For approval	Attached Attached
20.1.7	Employee Assistance Programme	For information	Attached
20.1.8	Confidential Item	For information	Attached
20.1.9	AOCB		
20.1.10	Date of next meeting: Friday 22 May 2020 – location TBC.	To note	



**Minute of the Argyll College Management Board
Human Resources & Remuneration Committee
held at 12.00pm on Friday 29th November 2019
at the Oban Centre, Glenshellach Business Park**

Present: Ken Jones (Chair); Jennifer Swanson (JS); Martin Jones (MJ)
Apologies: Andrew Campbell (AMC);
In Attendance: Ailsa Close (AEC); Elaine Munro (EM); Vicky Daveney (VD)(Secretary)

No	Item	Action
19.4.1	Welcome & apologies for absence. Apologies from Andrew Campbell.	
19.4.2	Declaration of interest & to identify if any items deemed to be confidential. No declarations of interest. Item 19.4.6 was deemed confidential due to the inclusion of staff names.	
19.4.3	Minute of meeting held on 24th August 2019. The minutes were approved as an accurate record of the meeting and were signed by the Chair.	VD/KJ
19.4.4	Matters arising Revised Recruitment Policy – EM confirmed that section 4.1 had been removed and did not relate to anything elsewhere in the policy.	
19.4.5	Annual HR Report KJ commented that the report was comprehensive. JS queried the increase in the number of long term sickness absences. MJ said that long term absences are difficult to deal with from an HR perspective and systems are to be put in place to improve the management of them. EM stated that improved systems for short term absence will allow HR to monitor any patterns. JS asked whether the new sickness reporting telephone number was working well. EM confirmed that it is being used in the majority of staff sickness and is proving effective. MJ said it would be useful to see how we compare to other colleges, JS agreed that this would be a good idea. MJ said that there is no standard HR software within UHI and this is something that could be integrated to save money and facilitate the sharing of useful data. JS asked if staff leaving coincides with contract end. EM confirmed that this is generally the case. MJ stated that due to the nature of the part-time contracts which many teaching staff are on, this may result in a higher leave rate. JS noted that there are some staff undergoing further teaching qualifications so the college is obviously providing support which is very positive. MJ confirmed that this will be increasingly the case as it is a stipulation of National Pay Bargaining.	
19.4.6	Summary of Recruitment EM pointed out the high level of core skills teaching tutors recruited for the piloting of the regional core skills policy within certain full-time FE courses. This will be evaluated and reviewed at the end of the year. It was suggested that a column be added to the report to highlight where staff have been promoted to positions, rather than being new recruits. A	EM

	<p>number of teaching staff left as courses did not run due to low student recruitment. The seconded nursery manager's contract expired and has been replaced by a current teaching member of staff with the relevant qualifications to be interim manager. KJ asked whether their teaching workload is being covered by existing staff. EM and MJ confirmed that there is good staff cover in that area and cover is in place.</p>	
19.4.7	<p>Annual Staff Development Report KJ expressed disappointment at the take up of health and safety training by staff. EM confirmed that the focus needs to be on these mandatory courses and a process needs to be put in place to facilitate this. MJ stated that this is part of a broader approach to changing the approach to health and safety, staff now have to complete risk assessments. A discussion was had about the best way to incorporate health and safety training into the induction process for new staff. MJ stated that the dispersed nature of the centres makes it difficult to have a group induction, however, this could be done using VC. KJ asked if there are many requests for training and development, AEC said no but there is a system in place to make requests.</p>	
19.4.8	<p>AOCB JS asked if there was any progress with board recruitment. MJ said that it had been delayed as amongst other things, another partner had started advertising for a chair.</p>	
19.4.9	<p>Date of next meeting – The next meeting will be confirmed at the board meeting on Friday 13th December.</p>	
	<p>Signed by</p> <p>..... Date</p> <p>Chair of Human Resources & Remuneration Committee</p>	



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.

6. Legislation:

- 6.1. Employment Rights Act 1996
- 6.2. Trade Unions and Labour Relations (Consolidation) Act 1992

20.1.6 i

These paragraphs to be added to the end of the existing Redundancy Policy & Procedure (item 20.1.6 ii).

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.



What is an Employee Assistance Programme (EAP)?

An EAP is a confidential employee benefit designed to help you deal with personal and professional problems that could be affecting your home life or work life, health and general wellbeing.

Our EAP service provides a complete support network that offers expert advice and compassionate guidance 24/7, covering a wide range of issues. We strongly believe in providing an EAP service that offers not only reactive support when someone needs it but also proactive and preventative support to deliver the best possible outcomes.

At Health Assured we pride ourselves on offering the highest level of service quality, assured through the calibre of people we employ and our exceptional clinical governance infrastructure.

With Health Assured there really is a better way

Balancing everyday life with the requirements of work and home can create pressures for all of us. Work is a large part of people's lives. With increasing working hours as well as technological developments to support remote working, it is vital to ensure that there's a productive, healthy environment that is conducive to a healthy lifestyle.

Health Assured, in partnership with Argyll College UHI, provides all employees with complimentary access to an enhanced Employee Assistance Programme (EAP) to assist you in achieving this balance.

Services Available

Health Assured offers cover for you and your immediate family members*, 24 hours a day, 7 days a week, 365 days a year:

- **Life support:** Unlimited access to counselling for emotional problems and a pathway to structured telephone counselling or face-to-face counselling sessions (employees only) at your convenience.
- **Legal information:** For any issues that cause anxiety or distress including debt management, accountancy, lawsuits, consumer disputes, property or neighbour legalities (employees only).
- **Bereavement support:** Health Assured offers qualified and experienced counsellors who can help with grief and related stress plus a team of legal advisors to help with legal issues.
- **Medical information:** Qualified nurses are on hand to offer advice on a range of medical or health related issues. They can't diagnose but can offer a sympathetic ear and practical information and advice.
- **CBT online:** We recognise the value of self-help tools in dealing with a range of issues, which is why we have a range of CBT self-help modules, informative factsheets and invaluable advice videos from leading qualified counsellors.

*Health Assured define dependants as immediate family members (spouse/partners) and children aged 16 to 24 in full time education, living in the same household.

Wellbeing Portal

In addition to the counselling support and advice, we also offer a virtual library of wellbeing information. These informative articles and self-help guides provide support on a range of health and advisory issues, as well as instant guidance to aid of an employee's physical and mental health.

We understand that the information needs to be available in a way that is suitable for you, whenever you require it. From simple lifestyle changes to advice for many of life's most common concerns, the portal offers:

- Interactive health assessment providing personal tailor-made dietary tips and fitness plans
- Fitness and lifestyle advice, such as detoxing methods
- Four week self-help programmes
- Mini health checks
- Financial wellbeing articles

Health e-Hub Mobile App

Sometimes it can be difficult to balance the pressures of work with the demands of home life. When daily life feels overwhelming you need help and support to deal with the practical and emotional challenges you may be facing. The free Health Assured app offers access to holistic health and wellbeing support at the tap of a finger anywhere and anytime.

- Support videos and webinars
- Four-week programmes
- Home life support and advice
- Work life assistance
- Physical and emotional health
- Mini health checks
- Life Support
- Emotional Health
- Physical Health
- Online CBT
- Wellbeing videos and webinars
- Medical information

To find out more information on what services Health Assured can provide, please visit www.healthassuredeap.com or contact **0800 028 0199**.

To gain access to the Health and Well-being Portal you will require the below login credentials:

Username argyll

Password: college