



A meeting of
Argyll College Human Resources & Remuneration Committee

to be held at 1.30pm on Friday 30 August 2019
Lorne Street Centre, Lochgilphead PA31 8LU
Tel 01631 559560 VC Code - 53943

A G E N D A

Item		STATUS	PAPERS
19.3.1	Welcome & apologies for absence		
19.3.2	Declarations of interest & to identify any items deemed confidential		
19.3.3	Minute of meeting 24 May 2019	For approval	Attached
19.3.4	Matters arising <ul style="list-style-type: none"> - Attendance Policy – 4.4.1.2 ‘separate occasions of absence’ EM a/w confirmation of missing number. - Recruitment – Meeting of recruitment sub-group to be arranged to discuss positions to fill, experience required and how to proceed. <ul style="list-style-type: none"> o Terms of current members 	Still TBC TBA For information	 Attached
19.3.5	Summary of Recruitment and HR in last quarter <ul style="list-style-type: none"> - Quarterly Trends Report 	For information	Attached
19.3.6	Amendments to Policies: <ul style="list-style-type: none"> - Revised recruitment policy and associated procedures. 	For approval	Attached
19.3.7	AOCB		
19.3.8	Date of next meeting: Friday 29 November 2019 – location TBC		



FINAL
VERSION

**Minute of the Argyll College Management Board
Human Resources & Remuneration Committee
held at 1.30pm on Friday 24th May 2019
at Lorne Street, Lochgilphead Centre**

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

No	Item	Action
19.2.1	Welcome & apologies for absence. Apologies from Ailsa Close..	
19.2.2	Declaration of interest & to identify if any items deemed to be confidential. No declarations of interest.	
19.2.3	Minute of meeting held on 1st Mar 2019. The minutes were approved as an accurate record of the meeting and will be signed by the Chair.	VD/KJ
19.2.4	Matters arising - none	
19.2.5	Summary of Recruitment and HR in last quarter (previously circulated) The report was noted. <ul style="list-style-type: none"> • DYW staff have all left for other positions. A new DYW leader has been recruited. • Long term sickness absences continue. • JS requested that the Trends Report be produced quarterly rather than annually. EM confirmed that this would be done in future. 	EM
19.2.6	Amendments to Policies (previously circulated) Long Term Sickness Policy – MJ confirmed the reasons which underpin the changes to the policy as follows:- The changes are primarily focused on the circumstances when an employee returns from a period of long term sickness. No changes are made in relation to entitlement to sick pay or the levels at which it is paid. The first main change concerns a phased return to work. There was a degree of ambiguity in the earlier version which is now removed and the process is clear. There has been anecdotal evidence that staff were misinterpreting the earlier version such that they believed an entitlement to a phased return existed after a two week absence for example. There has also been a change in relation to a dismissal due to capability in the context of long term sickness absence. The new revised wording aligns the timeframes, actors and avenues of appeal with those used in disciplinary processes.(although it must be emphasised that this is not a disciplinary process). The Committee are content with the suggested changes to this policy and recommend approval by the Board.	MJ

19.2.7	<p>AOCB (previously circulated)</p> <p>Attendance Policy – MJ has amended the policy to include that prior approval is required work from line manager for staff who wish to work from home. It was discussed that working from home has an impact on IT integrity and Health & Safety. Amendments approved by committee.</p> <p>ACTION: 4.4.1.2 EM to check if ‘separate occasions of absence’ number is missing.</p> <p>It was noted that the board is short of 2 members. Need to look for someone with direct educational experience. Skillset grid to be revisited and updated to show where there are skill gaps, also check terms of current members.</p> <p>ACTION: VD</p>	EM VD
19.2.8	<p>Date of next meeting – The next meeting will be held on Friday 30th August 2019.</p>	
	<p>Signed by</p> <p>..... Date</p> <p>Chair of Human Resources & Remuneration Committee</p>	

Board Recruitment – Background

At the request of the Chair, the data below outlines the current composition and the length of tenure. With the resignation of Stella Leitch, it is timely to review the membership. For information, the maximum number of directors is 16 (11 of whom can be independent directors).

Also contained below are extracts from the Articles of Association which the Board may wish to examine at this point. Currently there is a backstop provision of 12 years service on the Board.

For information, ministerial guidance on appointment to regional boards or the boards of assigned incorporated colleges stipulates a length of tenure at four years with the possibility of a single four year extension.

Time in office as at 28th May 2019

	Date Appointed	N^o of years	Rules of Appointment (see notes below)
Ken Jones	14/3/2008	11 yrs 3 months	1
Andrew Campbell	20/4/2010	9 yrs 2 months	1 + 2
Lesley McInnes	8/1/2011	8 yrs 5 months	1
John Colston	22/2/2012	7 yrs 4 months	1 + 2
Amber Crowley	27/2/2015	4 yrs 4 months	3
Gillian McCready	14/12/2015	3 yrs 6 months	1
Stella Leitch	14/12/2015	Resigned 23/5/2019	1
Jim Findlay	24/11/2017	1 yr 7 months	1
Jennifer Swanson	8/12/2017	1 yr 6 months	1
Scott Matheson	8/12/2017	1 yr 6 months	1
Tony Dalgaty	8/12/2017	1 yr 6 months	1
Martin Jones	5/11/2018	7 months	4

Rules of Appointment (taken from Articles of Association 14 Dec 2015):-

1. Each independent Director shall continue to hold office as a director of the company until the conclusion of the fourth annual general meeting which follows the date on which he/she was appointed or (as the case may be) was last re-appointed..... (article 81)

An Independent Director who held office for a period of 12 consecutive years shall automatically vacate office at the expiry of the 12-year period and shall not be eligible to hold office again as an Independent Director until a period of one year has elapsed. (article 82)

For the avoidance of doubt, any Independent Director holding office immediately prior to the time at which these articles of association are adopted, shall remain as such but his/her period of office prior to the date of adoption of the articles shall be disregarded for the purposes of articles 81 and 82; he/she shall be deemed to be re-appointed, at the time of adoption of these articles, and shall then hold office (from that date) in accordance with articles 81 and 82. (article 86)

2. The offices of Chair and Vice Chair.....shall be held for a period of four years (article 92)

A director who has held any office under article 89 for a period of four years shall automatically vacate office at the expiry of that four-year period, and shall not be eligible to hold that office again until a period of one year has elapsed. (article 93)

3. Staff Representative Director shallcontinue to hold office as a director of the company until the conclusion of the second annual general meeting which follows the date on which he/she was appointed or (as the case may be) was last re-appointed.....but shall then be eligible for re-appointment under article 65: if re-appointed he/she shallhold office until the conclusion of the fourth annual general meeting which follows. (article 67)

A staff Representative Director who has held office for a period of four years shall automatically vacate office at the expiry of that four-year period, and shall not be eligible to hold office again as a Staff Representative Director until a period of one year has elapsed. (article 68)

4. Executive Director shall continue to hold office as a director unless and until he/she ceases (for whatever reason) to hold the post of Principal.



RECRUITMENT, SELECTION AND RETENTION POLICY.

Policy Number:	RSR 1
Revision Number:	
Date of Issue:	December 2016
Status:	Approved
Date of Approval:	December 2016
Responsibility for Policy:	Depute Principal
Responsibility for Implementation:	HR Officer
Responsibility for Review:	HR Officer
Date of Last Review:	
Date of Last Revision:	
Date of Next Review:	December 2020
Date of equality impact assessment:	19 th April 2017

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RECRUITMENT, SELECTION AND RETENTION POLICY.

1. Policy Statement

- 1.1. Argyll College UHI aims to provide a professional and consistent approach to its recruitment and selection of employees, which will be open, transparent and provide equal opportunities to all.

2. Purpose

- 2.1. This policy aims to provide a professional and consistent approach to recruitment and selection.
- 2.2. All vacancies to be advertised on the college website and with Job Centre Plus. Existing employees are encouraged to apply for vacant posts if they have the appropriate qualifications.
- 2.3. Line managers will identify the vacancy, seek approval from the Executive Team to begin the recruitment process and will be part of the interview panel.

3. Scope

- 3.1. This policy applies to all internal and external applicants.

4. Definitions

- 4.1. Line Manager: the manager who the employee directly reports to or HR department if absent.

5. Job Description and Person Specification

- 5.1. The Job description is a key document in the recruitment process and must be finalised prior to taking any further steps in the process.
- 5.2. Alongside the job description is the person specification, which outlines the essential and desirable criteria including qualifications, experience, knowledge, skills and expertise required to perform the job.
- 5.3. The detail set out in the person specification will provide the criteria against which a candidate can be assessed throughout the recruitment process.

6. Advertising the vacancy

- 6.1. Internal methods:
 - Advert is uploaded onto the college website
 - An email is sent to all staff informing them of the vacancy
- 6.2. External methods:
 - Advert, job description and person specification is uploaded onto the college website –
 - Adverts placed in the local press

7. Equal opportunities

- 7.1. At all stages of the recruitment and selection policy and procedure, Argyll College UHI will apply its equal opportunities policy.
- 7.2. Shortlisting, interviewing and selection will always be carried out with regard to current legislation and does not discriminate against individuals.
- 7.3. Any candidate with a disability will not be excluded unless it is clear that the candidate is unable to perform a duty that is intrinsic to the role, having taken into account reasonable adjustments.
- 7.4. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of his/her disability.

8. Shortlisting

- 8.1. All applications will be treated confidentially and circulated only to those staff directly involved in the recruitment and selection process.
- 8.2. Shortlisting decisions will be based upon the person specification.
- 8.3. Staff involved in the recruitment process must disclose if they are related to a prospective candidate or are a personal friend.

9. Interviews

- 9.1. All questions will be relevant, job related and within the scope of current legislation.
- 9.2. All candidates will be asked the same questions and scored using an agreed assessment template.

- 9.3. Additional methods of selection may be useful in assessing a candidate for a post. For example, a practical exercise assessing candidates have the required skill sets for the job. 9.4. The line manager for the post being interviewed will be part of the selection panel.
- 9.5. A record of every recruitment interview must be made and passed to the HR department to be retained for a suitable period of time.
- 9.6. On no account should any job offer be made during or at the end of an interview.

10. Offer of employment

- 10.1. All offers of employment will be subject to successful membership from Disclosure Scotland Protecting Vulnerable Group Scheme (PVG).
- 10.2. All offers of employment will be subject to satisfactory references.

11. 10.3. Proof of eligibility to work in the UK may be required.

- 10.4. Formal letter of offer will come from HR.

12. Notification of Outcome

- 11.1. Argyll College UHI commits to informing all applicants regarding the outcome of their application and interview within a reasonable timescale.
- 11.2. The college will also provide honest and accurate feedback to applicants on request.

13. Evening / temporary appointments

- 12.1. Where business needs dictate the need to make temporary appointments i.e. for maternity cover, sick leave cover or to tutor short courses, the principles for the recruitment process are the same as above.

14. Retention of Documentation (Data Protection Act 1998)

- 13.1. In line with legislative requirements, recruitment documentation will be held securely by the HR department for 6 months, after which time it will be destroyed.

15. Legislation

- 14.1. Equality Act 2010.
- 14.2. Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012.
- 14.3. Data Protection Act 1998.



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