



**Final Version Minutes of the Argyll College Management Board
Human Resources & Remuneration Committee
held at 1.30pm on Friday 26th February 2021
via MS 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
21.1.1	Welcome & apologies for absence. The chair welcomed members to the meeting.	
21.1.2	Declaration of interest & to identify if any items deemed to be confidential. 21.1.6 Summary of HR and Recruitment is a confidential item. 21.1.9 Redundancy/EIS is a confidential item.	
21.1.3	Minute of previous meeting The minutes to be signed by Chair as an accurate record of the meeting.	JS/VD
21.1.4	Outstanding Actions <ul style="list-style-type: none"> • Awayday/Induction – to be rearranged when Covid-19 restrictions ease. • Redundancy policy – MJ revisiting various parts of the policy. 	
21.1.5	Matters arising – update on support measures in response to Covid MJ stated that the measures put in place for January had not been expected at the last meeting. Lockdown and home schooling heightened the need to have staff support measures in place, with a focus on clear communication. Measures such as centre specific team meetings with the management team and engaging with SAMH to provide Wellbeing Workshops have been well received. JS asked if this has flagged up working practices to consider for the future, such as flexible working policies. MJ confirmed that some staff have exercised their statutory rights to flexible arrangements, but the balance will be between working from home and centres and how it fits with Argyll Colleges purpose. EM added that where individuals have concerns over extra caring responsibilities work patterns and workloads have been adjusted to support them where possible. MT commended this course of action and commented on the interesting array of online leisure courses currently being offered and if they are proving popular. AEC reported they have been well received. MJ added that it is more problematic to manage the workloads at a senior level and there are an increased number of requests for information at a UHI level. There are discussions about shutting the college over the easter break to ensure all staff have time to recuperate. JS agreed this was sensible. MJ reported that the Scottish Government has announced another £4m for the sector for mental health and wellbeing, including both students and staff. JS asked if there might be opportunities to share resources with other colleges.	

21.1.6	Summary of Recruitment and HR in last quarter Confidential item	
21.1.7	Lecturer annual leave dates 2021-22 EM explained that leave dates look complicated due to the different categories of teaching staff and courses. The committee approved the leave dates.	
21.1.8	Policies for approval – Complaints Handling EM explained the policy was part of the UHI single policy environment and aligns with SPSO requirements for complaint handling. The committee approved the policy.	
21.1.9	AOCB A confidential discussion took place.	
	Date of next meeting Committee Meetings – Friday 21 st May Board Meeting – Friday 4 th June	
	Signed by Date Chair of Human Resources & Remuneration Committee	



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	<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
February 2021			
Awayday/Induction	Postponed due to covid restrictions. To be re-arranged when restrictions eased.	AMC/MJ/VD	When restrictions allow
Redundancy Policy	Various parts of the policy to be revisited.	MJ	CM May