



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

