



**Minutes of the Argyll College Management Board
Human Resources & Remuneration Committee
held at 1.30pm on Friday 30th August 2019
at Lorne Street, Lochgilphead Centre**

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

| No | Item | Action |
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| 19.3.1 | Welcome & apologies for absence. Apologies from Jennifer Swanson and Martin Jones. | |
| 19.3.2 | Declaration of interest & to identify if any items deemed to be confidential. No declarations of interest. The summary of recruitment paper was deemed to be confidential. | |
| 19.3.3 | Minute of meeting held on 24th May 2019. The minutes were approved as an accurate record of the meeting and will be signed by the Chair. ACTION: These will be taken to the Board for noting. | |
| 19.3.4 | Matters arising <ul style="list-style-type: none"> - Attendance Policy: EM confirmed that 4.4.1.2 should read “4 Separate occasions” - Recruitment: Ongoing, sub-group meeting to be arranged by AC and VD. | AC/VD |
| 19.3.5 | Summary of Recruitment and HR in last quarter (previously circulated) The report was noted. <ul style="list-style-type: none"> • EM confirmed that pattern for recruitment and leavers is similar to previous years, for both teaching and non-teaching staff. | |
| 19.3.6 | Amendments to Policies (previously circulated) Revised Recruitment Policy – EM confirmed the policy has been amended to provide more clarity in procedure and process. KJ recommended that 4.1 Definitions is removed as it is not required. ACTION: Policy to be checked to see if 4.1 relates to anything elsewhere in the policy. | EM |
| 19.3.7 | AOCB none | |
| 19.3.8 | Date of next meeting – The next meeting will be held on Friday 29 th November 2019. Location TBC. | |
| 19.3.9 | Signed by Date Chair of Human Resources & Remuneration Committee | |