



**FINAL VERSION Minutes of the Argyll College Management Board
Human Resources & Remuneration Committee
held at 3.00pm on Friday 28th February 2020
at CERC, Lochgilphead Centre**

Present: Jennifer Swanson (JS) Chair; Andrew Campbell (AMC); Martin Jones (MJ)
Apologies: No apologies
In Attendance: Elaine Munro (EM); Ailsa Close (AEC); Vicky Daveney (VD)(Board Secretary)

No	Item	Action
20.1.1	Welcome & apologies for absence. No apologies received.	
20.1.2	Declaration of interest & to identify if any items deemed to be confidential. 20.1.5 is a confidential item. 20.1.8 is a confidential item.	
20.1.3	Minute of previous meeting Minutes of meeting held on 29 November 2019 were approved (signed at Dec 2019 Board Meeting).	
20.1.4	Matters arising <ul style="list-style-type: none"> Recruitment of board members AC confirmed that the recruitment process had been successful and 6 new board members have been recruited. An away day/induction is to be organised for early May with a view to them attending the June board meeting. ACTION: Discuss away day/induction and make arrangements 	AC/MJ/VD
20.1.5	Summary of Recruitment and HR in last quarter Confidential item	
20.1.6	Amendments to Policies Revised Redundancy Policy & Procedure MJ has added an additional paragraph to this policy regarding support for employees during redundancy. The committee were in agreement.	
20.1.7	Employee Assistance Programme MJ confirmed that the college has signed up to EAP to provide support and health information free to employees. An annual report will be brought to the committee to monitor usage. JS asked if this has been actively promoted. MJ confirmed that all staff have been emailed with the details, including nursery staff.	
20.1.8	Confidential item	
20.1.9	AOCB JS asked if messages are going out about Coronavirus. MJ confirmed that posters and hand gels have been distributed to all centres. EM said that there is also information on the student portal from UHI.	

20.1.10	<p>Date of next meeting Committee Meetings – Friday 22nd May, Location TBC Board Meeting – Friday 5th June, Location TBC</p>	
	<p>Signed by</p> <p>..... Date</p> <p>Chair of Human Resources & Remuneration Committee</p>	