



**Final Version Minutes of the Argyll College Management Board  
Human Resources & Remuneration Committee  
held at 1.30pm on Friday 12<sup>th</sup> June 2020  
via Webex Teams**

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

No	Item	Action
20.2.1	<b>Welcome &amp; apologies for absence.</b> The chair welcomed members and welcomed Billie Kirkham and Maggie Tierney to their first committee meeting.	
20.2.2	<b>Declaration of interest &amp; to identify if any items deemed to be confidential.</b> 20.2.5 is a confidential item. 20.2.7 is a confidential item.	
20.2.3	<b>Minute of previous meeting</b> The minutes to be signed by Chair as an accurate record of the meeting.	JS/VD
20.2.4	<b>Matters arising</b> <ul style="list-style-type: none"> <li><b>Awayday/Induction</b> MJ confirmed that this will take place dependent on lockdown. If possible it will be held over the summer. <b>ACTION:</b> Discuss away day/induction and make arrangements</li> </ul>	AC/MJ/VD
20.2.5	<b>Summary of Recruitment and HR in last quarter</b> Confidential item	
20.2.6	<b>Summary of HR and staffing actions taken to adhere to Scottish Government Guidance re COVID</b> EM stated that the aim of the summary was to give reassurance that communication has been regular and effective regarding actions taken during lockdown. MT asked about the 30 <sup>th</sup> March and the volunteering. EM confirmed that some staff wanted to take part in local community operations carried out during the Covid-19 pandemic. JS asked if the nursery staff were reaching the end of their notice period. MJ confirmed that they are and that they are currently on furlough. MT asked if the cleaning staff on furlough are full-time salaried staff and whether there are enough of them once lockdown ends. AEC confirmed that they are part-time and all based in different centres. Cleaning after lockdown will probably require external cleaners and it is dependent on whether it is a one off deep clean or on an ongoing basis. MJ verified that, from an HR perspective, all processes had been followed in relation to furloughing staff and guidance on employment law and furlough had been provided by the solicitors. EM also noted that the college had made up the furloughed staff's salaries to 100%.	

20.2.7	<b>Confidential item</b>	
20.2.8	<p><b>Amendments to policies</b>  <b>Revised Redundancy Policy &amp; Procedure</b> – MJ stated that the new paragraph articulates how the college will support staff if they go through redundancy. MT asked whether in 5.4 Selection Criteria, location should be added as it may have implications, ie is it reasonable to be asked to move?  <b>ACTION:</b> MJ to give this some thought and come back to MT at next meeting.  MT pointed out that there are some typos in the document and asked how staff are feeling at the moment. MJ has asked the SMT to gauge the feelings of the staff they deal with, managers speak regularly to their staff and the Employee Assistance Programme has been flagged up. A telephone survey was carried out with students at the beginning of lockdown which provides a good overview of how students are coping.</p>	
20.2.9	<b>AOCB</b>	
20.2.10	<p><b>Date of next meeting</b>  Committee Meetings – Friday 11<sup>th</sup> September, Location TBC  Board Meeting – Friday 2<sup>nd</sup> October, Location TBC</p>	
	<p><b>Signed by</b></p> <p>..... <b>Date</b> .....</p> <p><b>Chair of Human Resources &amp; Remuneration Committee</b></p>	