



**Minute of the Argyll College Management Board
Human Resources & Remuneration Committee
held at 12.00pm on Friday 29th November 2019
at the Oban Centre, Glenshellach Business Park**

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

No	Item	Action
19.4.1	Welcome & apologies for absence. Apologies from Andrew Campbell.	
19.4.2	Declaration of interest & to identify if any items deemed to be confidential. No declarations of interest. Item 19.4.6 was deemed confidential due to the inclusion of staff names.	
19.4.3	Minute of meeting held on 24th August 2019. The minutes were approved as an accurate record of the meeting and were signed by the Chair.	VD/KJ
19.4.4	Matters arising Revised Recruitment Policy – EM confirmed that section 4.1 had been removed and did not relate to anything elsewhere in the policy.	
19.4.5	Annual HR Report KJ commented that the report was comprehensive. JS queried the increase in the number of long term sickness absences. MJ said that long term absences are difficult to deal with from an HR perspective and systems are to be put in place to improve the management of them. EM stated that improved systems for short term absence will allow HR to monitor any patterns. JS asked whether the new sickness reporting telephone number was working well. EM confirmed that it is being used in the majority of staff sickness and is proving effective. MJ said it would be useful to see how we compare to other colleges, JS agreed that this would be a good idea. MJ said that there is no standard HR software within UHI and this is something that could be integrated to save money and facilitate the sharing of useful data. JS asked if staff leaving coincides with contract end. EM confirmed that this is generally the case. MJ stated that due to the nature of the part-time contracts which many teaching staff are on, this may result in a higher leave rate. JS noted that there are some staff undergoing further teaching qualifications so the college is obviously providing support which is very positive. MJ confirmed that this will be increasingly the case as it is a stipulation of National Pay Bargaining.	
19.4.6	Summary of Recruitment EM pointed out the high level of core skills teaching tutors recruited for the piloting of the regional core skills policy within certain full-time FE courses. This will be evaluated and reviewed at the end of the year. It was suggested that a column be added to the report to	EM

	<p>highlight where staff have been promoted to positions, rather than being new recruits. A number of teaching staff left as courses did not run due to low student recruitment. The seconded nursery manager's contract expired and has been replaced by a current teaching member of staff with the relevant qualifications to be interim manager. KJ asked whether their teaching workload is being covered by existing staff. EM and MJ confirmed that there is good staff cover in that area and cover is in place.</p>	
19.4.7	<p>Annual Staff Development Report KJ expressed disappointment at the take up of health and safety training by staff. EM confirmed that the focus needs to be on these mandatory courses and a process needs to be put in place to facilitate this. MJ stated that this is part of a broader approach to changing the approach to health and safety, staff now have to complete risk assessments. A discussion was had about the best way to incorporate health and safety training into the induction process for new staff. MJ stated that the dispersed nature of the centres makes it difficult to have a group induction, however, this could be done using VC. KJ asked if there are many requests for training and development, AEC said no but there is a system in place to make requests.</p>	
19.4.8	<p>AOCB JS asked if there was any progress with board recruitment. MJ said that it had been delayed as amongst other things, another partner had started advertising for a chair.</p>	
19.4.9	<p>Date of next meeting – The next meeting will be confirmed at the board meeting on Friday 13th December.</p>	
	<p>Signed by</p> <p>..... Date</p> <p>Chair of Human Resources & Remuneration Committee</p>	