



**Final Version Minutes of the Argyll College Management Board  
Human Resources & Remuneration Committee  
held at 2.15pm on Friday 18<sup>th</sup> September 2020  
via Webex Teams**

**Present:** Maggie Tierney (MT) Acting Chair; Andrew Campbell (AMC); Martin Jones (MJ); Billie Smith (BS)  
**Apologies:** Jennifer Swanson (JS)  
**In Attendance:** Elaine Munro (EM); Ailsa Close (AEC); Vicky Daveney (VD)(Board Secretary)

No	Item	Action
20.3.1	<b>Welcome &amp; apologies for absence.</b> The chair welcomed members to the meeting.	
20.3.2	<b>Declaration of interest &amp; to identify if any items deemed to be confidential.</b> 20.2.5 is a confidential item. 20.2.8 is a confidential item.	
20.3.3	<b>Minute of previous meeting</b> The minutes to be signed by Chair as an accurate record of the meeting.	JS/VD
20.3.4	<b>Matters arising</b> <ul style="list-style-type: none"> <li><b>Awayday/Induction</b> MT asked whether the awayday is still taking place. MJ confirmed that it will take place but is unlikely to be face-to-face.</li> <li>MT asked whether any more thought had gone into adding a point about location into the redundancy policy. 5.4 Selection Criteria, location should be added as it may have implications, ie is it reasonable to be asked to move? MJ confirmed that it should be kept as an ongoing action.</li> </ul> <b>ACTION:</b> MJ to revisit Redundancy Policy and requirement for location to be added.	MJ
20.3.5	<b>Summary of Recruitment and HR in last quarter</b> Confidential item	
20.3.6	<b>Draft Union recognition agreement</b> MJ reminded the committee that at the last board meeting a request had been received from a teaching union and the support side separately. The Head of HR at North Highland College, who has experience of working with national bargaining and unions, has been seconded for 1 day per week to draft a local EIS recognition agreement.	
20.3.7	<b>Confidential item</b> MJ confirmed that, as per the email sent to board members by AMC on 17 <sup>th</sup> September, AEC will be sending out letters to teaching staff about their current terms and conditions. This is a required part of the national bargaining process which the board agreed to in June.	
20.3.8	<b>AOCB</b> <b>Confidential item</b>	

20.3.9	<p><b>Date of next meeting</b>          Awayday/Board Meeting – Friday 2<sup>nd</sup> October, details TBC          Committee Meetings – Friday 27<sup>th</sup> November, Location TBC          Board Meeting – Friday 11<sup>th</sup> December, Location TBC</p>	
	<p><b>Signed by</b></p> <p>..... Date .....</p> <p><b>Chair of Human Resources &amp; Remuneration Committee</b></p>	