University of the Highlands and Islands
Argyll College

Oilthigh na Gàidhealtachd
agus nan Eilean
Colaiste Earra-Ghàidheil

A meeting of
Argyll College Human Resources & Remuneration Committee
to be held at 12.00 pm on Friday 29th November 2019
Oban Centre, Glenshellach Business Park, PA34 4RY
Tel 01631 559500 VC Code – 53943@uhi.ac.uk

A G E N D A

Item		STATUS	PAPERS
19.4.1	**Welcome & apologies for absence**		
19.4.2	**Declarations of interest & to identify any items deemed confidential**		
19.4.3	**Minute of meeting 30 August 2019**	For approval	Attached
19.4.4	**Matters arising** **Revised recruitment policy –** section 4.1 removed. EM to check if relates to anything elsewhere in the policy.		
19.4.5	**Annual HR report**	For discussion	Attached
19.4.6	**Summary of Recruitment**	For information	Attached
19.4.7	**Annual staff development report**	For discussion	Attached
19.4.8	**AOCB**		
19.4.9	**Date of next meeting**: to be confirmed at Board Meeting on 13 December 2019.		

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
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** - **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. • 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 29th November 2019. Location TBC.	
19.3.9	**Signed by** …………………………………………………………………….. **Date** …………………………………….. **Chair of Human Resources & Remuneration Committee**	

To: **Human Resources and Remuneration committee**

Date: **December 2019**

Status: **For discussion**

19.4.5– Annual HR Report 2018/19

Staff sickness

Short term sickness absence:

Year	Teaching – number of Days	Total Cost	Non-Teaching – number of days	Total Cost	Total days	Total Cost (Approx)
2016/17	162	£7,500	78	£7,000	240	£14,500
2017/18	224	£28,000	181	£15,200	406	£43,200
2018/19	161	£23000	195	£21000	356	£44000

Long term sickness absence:

Year	Teaching – number of staff	Total Cost	Non-Teaching – number of staff	Total Cost	Total – number of days if applicable	Total cost (Approx)
2016/17	2	£16,000	3	£12,000	1162	£28,000
2017/18	1	£2000	8	£51,000	434	£53,000
2018/19	4 (506.5 days)	£45000	5 (608 days)	£42000	1114.5	£87000

Long term sickness for 2018/19 - detail:

Teaching

1 x FT teaching staff long term sickness, chronic illness – OH referral, diagnosis reached, not returned in new academic year.

1 x FT teaching staff long term chronic illness – completed phased return and returned to FT hours by start of semester 2.

1 x part time teaching staff – chronic illness – resigned

1 x part time teaching staff – illness – resigned

Support staff:

1 x FT Support staff – retired

1 x FT Support Staff (DYW) – resigned

1 x FT Nursery Manager – resigned

1 x PT Support staff – family bereavement – returned Aug 2019.

1x PT Cleaner – chronic illness/hospitalisation – not returned

Other Absence:

Year	Teaching (days)	Absence Type	Non-Teaching (days)	Absence Type
2017/18	263	Statutory Leave	594	Statutory Leave
	16.5	Appointments	46.5	Appointments
	20	Compassionate	17	Compassionate
	2	Funeral	1	Funeral
	3	Unpaid Leave	62.5	Unpaid Leave
	0	Court	1	Court
	0	Lieu	37	Lieu
Total days	304.5		759	Overall Days 1063.5 days
2018/19	364	Statutory	856	Statutory
	25.5	Appointments	33.5	Appointments
	7.5	Compassionate	26	Compassionate
	1	Funeral	0	Funeral
	6	Industrial	0	Industrial
	0	Lieu	30	Lieu
	3	Weather	0	Weather
	12.5	Unpaid	2	Unpaid
Total days	419.5		1803.5	Overall Days 2223 days

Flexible Working Requests:

Year	Teaching	Granted/Not Granted	Non-Teaching	Granted/Not Granted
2016/17	0	0	0	0
2017/18	3	1 granted 1 request withdrawn 1 employee returned to full time after end of flexible working request.	0	0
2018/19	3	1 return from 0.6 to 1FTE - granted 1 request to reduce from 0.8 – 0.6 - granted	2	1 request to work 0.8 over 5 days during school hours – granted

		1 request to reduce from 1 – 0.8 – not yet finalised		1 request to adjust working pattern during term time and out with term time

Staff discipline activity:

Year	Disciplinary hearings	Warnings issued	Dismissals	Appeals
2016/17	3	2	1	1 – not upheld
2017/18	2	1	1	1 – not heard to date due to non-communication from member of staff
2018/19	1		1	1 – not upheld

Staff grievance:

Year	Number of Grievances raised	Outcome
2016/17	1	Not upheld
2017/18	0	N/A
2018/19	1	Not upheld. Appeal not upheld

Recruitment:

Year	Total Teaching	Full Time	Part time	Total Non-Teaching	Full time	Part time
2016/17	18	0	18	3	0	3
2017/18	43	0	43	11	3	8
2018/19	19	0	29	21	5	16

Leavers:

Year	Total Teaching	Full Time	Part time	Total Non-Teaching	Full time	Part time
2016/17	13	0	13	4	2	2
2017/18	29	1	28	10	2	8
2018/19	10	0	10	18	4	14

Recruitment by job role and location

Year	Teaching	Full/Part Time	Location	Non-Teaching	Full/Part Time	Location
2018/19	0	n/a	Arran	1	Part	Arran
	3	Part	Campbeltown	1	Part	Campbeltown
	11	Part	Oban	9	2x Full 7x part	Oban
	1	Part	Lochgilphead	4	Part	Lochgilphead/CERC
	2	Part	Islay	n/a	n/a	Islay

0	n/a	Rothesay	n/a	n/a	Rothesay
2	Part	Dunoon	3	2 x Full 1 x Part	Dunoon
0	n/a	Helensburgh	3	Part	Helensburgh

Age profile and staffing splits (teaching and support):

The table below is an extract from the staffing return we are required to submit to the Scottish Funding Council annually each November. It is taken at a point in time in the academic and accurately reflects staffing data at this point – for reference figures are from 1st June 2019.

			Number of staff (FTE)		
Table 1:Type of Contract	**Staff Status**		Teaching	Non-teaching (support)	Total
	All Staff		47.0	50.0	**97.0**
Table 2: Number of all Staff (FTE)	**Permanent**	Full-time	14.0	41.0	**55.0**
		Part-time	1.2	9.0	**10.2**
		Total	15.2	50.0	162.2
	Temporary	Full-time	0.0		**0.0**
		Part-time	31.8	0.0	31.8
		Total	31.8	0.0	31.8
	Permanent and Temporary	Full-time	14.0	41.0	55.0
		Part-time	33.0	9.0	42.0
		Total	47.0	50.0	97.0

			Employment category				
	Age range (years of age)	Gender	Teaching		Senior management	Other	Total
			Permanent	Temporary			
Table 1: All staff (headcount) by age range, gender and employment category (teaching/senior management/other)	Up to 35	Male	0	5	0	3	8
		Female	0	10	0	24	34
	36 to 50	Male	3	23	1	1	28
		Female	5	25	1	20	51
	51 to 60	Male	1	10	1	1	13
		Female	3	21	5	13	42
	greater than 60	Male	2	10	0	3	15
		Female	2	11	0	7	20
	Total	Male	6	48	2	8	64
		Female	10	67	6	64	147

Staff numbers by location, split by support and teaching – 2017/18

Location	Support	Teaching	Total
Arran	3	8	11
Dunoon	11	23	34
Helensburgh	4	5	9
Islay	2	6	8

Lochgilphead (Lorne St)	7	17	24
Lochgilphead (CERC)	1	6	7
Tobermory	1	2	3
Campbeltown (Hazelburn)	3	14	17
Campbeltown (Stewart Road)	5	0	5
Oban	18	41	59
Rothesay	2	12	14
Little Learners Nursery	F/T	P/T	Supply
	4	5	9

Staff Development 2018-2019

Training offered to Teaching Staff

Training	Number of staff in Attendance
Collaborate	15
Brightspace training (Advanced)	26
Video Capture Feedback	17
Teaching by VC	17
Verbal Assessment Training	18

The number of staff in attendance has improved since last year.

Training offered to all Staff

Training	Compliance	Other	Number of staff in Attendance
*Basic SharePoint		√	18
*QA Policies	√		16
*PREVENT	√		28
*Academic Malpractice	√		18
*Safeguarding	√		21
**Basic Brightspace		√	6
*** IV Process and Procedure		√	24
****IV Process and Procedure (schools based)		√	6
FE/HN Mitigating Circumstances		√	23
****Schools link – Channels of Communication (schools based)		√	9
****DYW (schools based)		√	4

*The training highlighted is repeated on an annual basis. The majority of those in attendance were likely to be new starts.

** Basic Brightspace was offered to centre staff to give a basic understand.

*** IV Process and Procedure was open to all staff this year.

**** An IV Process and Procedure session was offered to school links staff as well. All Schools link sessions have lower attendees as these members of staff have already started teaching.

Online Compliance Training

Course	No of staff Completing During Academic year 2018/2019	Percentage of staff completing the course as at 31/08/2019
*Health and Safety Part 1	62	30%
*Health and Safety Part 2	67	32%
*Data Protection	96	48%

*Percentage of staff completing courses was calculated using the number of staff employed at the end of the last academic year. I have only in the last few weeks received access to Learnupon Admin. I have gone through the reports during the week commencing 19.11.19 and sent out reminders to those who still must complete the mandatory training. I have also invited all new members of staff to Learnupon.

Teaching Qualifications 2018/2019

Starts

Seven members of staff embarked on the Teaching Practice in Scotland's (PDA) in September 2018

One member of staff commenced in a PgCert but subsequently withdrew.

Continuation

Four members of staff continued with their Masters studies during 2018/2019.

Completion

One completed their Post Graduate Certificate (PgCert) in Tertiary and Higher Education

Staff engaged in other studies – 2018/2019

16 members of staff were engaged in other forms of development over the academic year. Most of the study was related to current roles and responsibilities. Studies included an Academic Leadership Programme; First Aid courses including Mental Health; ECDL and HI5 Dynamic Youth Awards Training.

Training Costs

Over the academic period