

**JOHN WHEATLEY COLLEGE**  
**BOARD OF MANAGEMENT**  
**PERSONNEL & STAFFING COMMITTEE**  
**AGENDA**

**Agenda of the meeting of the Personnel & Staffing Committee to be held on Wednesday 3 November 2004 at 12.30pm in the Conference Room of Strathclyde European Partnership, Elmbank Street, Glasgow.**

- 1 Sederunt**
- 2 Apologies**
- 3 Terms of Reference**  
(copy attached)
- 4 Declarations of Interest**
- 5 Minutes of the previous meeting of the Personnel and Staffing Committee held on 28 April 2004.**  
(copy attached)
- 6 Matters arising from the minutes of the previous meetings.**
- 7 Minutes of and Matters arising from previous meetings**
  - a) JCC minutes of meetings held on 20 August 2004**
  - b) Health and Safety minutes of meetings held on 26 August 2004**
  - c) Equal Opportunities Development Forum minutes of meetings held on 10 June 2004**
- 8. Correspondence**
  - a) Scottish Public Pensions Agency**
    - i) Ill Health Retirement Applications; and**
    - ii) Review of the Scottish Teachers' Superannuation Scheme Consultation Paper**  
(copies attached)
  - b) ASC Circular – SPPA: Teachers' Superannuation (Scotland) Amendment (No. 2) Regulations**

(copy attached)

**c) SFEFC – Ferguson - tribunal hearing**  
(copy attached)

**d) JWC Memorandum by Principal – JCC Meeting Schedules Session 2004/05**  
(copy attached)

**9 Insight – Education Law Magazine**  
(copy attached)

**10 Absence Management Reviews  
Report by Principal**  
(copy attached)

**11 Proposed ‘Professional Body’ for College Staff  
Report by Principal**  
(copy attached)

**12 Internal Audit Report – Payroll  
Report by Principal**  
(copy attached)

**13 Staffing Return 2003/2004  
Report by Depute Principal**  
(copy attached)

**14 Equal Opportunities Annual Review – Academic Session 2003-2004  
Report by Human Resources Manager**  
(copy attached)

**15 Revised Equal Opportunities Policy  
Report by Human Resources Manager**  
(copy attached)

**16 Revised Grievance Procedure  
Report by Human Resources Manager**  
(copy attached)

**17 Family and Parental Leave Policy, and Personal and Domestic Leave Policy  
Report by Human Resources Manager**  
(copy attached)

**18 Support Staff Forum  
Report by Human Resources Manager**  
(copy attached)

**19 Staff Attendance Report – 1<sup>st</sup> May 2004 to 31<sup>st</sup> July 2004  
Report by Human Resources Manager**

(copy attached)

- 20 Staff Turnover Indices  
Report by Human Resources Manager**  
(copy attached)
- 21 Staff Development: Professional Development Programme 2004/05  
Report by Associate Principal Quality**  
(copy attached)
- 22 Draft DTI Guidance on the Information and Consultation Regulations**  
(copy attached)
- 23 Race Equality Action Plan and Policy Update – Gus John Partnership**  
(copy attached)
- 24 Schedule of meetings Session 2004/05  
Report by Assistant Principal**  
(copy attached)
- 25 Closure**
- 26 Date of Next Meeting**  
The next meeting of the Personnel and Staffing Committee is scheduled to be held on 31 January 2005

*Freedom of Information*

*Members will recall that the College will be making publicly available the agenda, papers and minutes of this meeting. Should members wish to retain their papers they are free to do so otherwise the College will collect the papers for destruction.*

*Members who have made manuscript annotations to their agenda, minutes or papers and intend to keep them must register the annotations with the individual minuting the meeting using the pro forma issued with the papers.*

AK/DS/LC  
John Wheatley College  
27 October 2004