

JOHN WHEATLEY COLLEGE
BOARD OF MANAGEMENT
PERSONNEL & STAFFING COMMITTEE
AGENDA

Agenda of the meeting of the Personnel & Staffing Committee to be held on Wednesday 11 May 2005 at 12.30pm in the Boardroom of Strathclyde European Partnership, 94 Elmbank Street.

- 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 31 January 2005**
(copy attached)
- 6 Matters arising from the minutes of the previous meetings**
- 7 Minutes of and Matters arising from previous meetings**
 - a) Draft JCC minutes of meeting held on 17 December 2004**
 - b) Health and Safety minutes of meeting held on 9 December 2004**
 - c) Draft Health and Safety minutes of meeting held on 31 March 2005**
 - d) Draft Equal Opportunities Development Forum minutes of meeting held on 10 March 2005**
- 8 Correspondence**
 - a) SPPA – The Pensions Increase (Review) Order 2005**
 - b) SPPA – Winding Down Applications**

**c) ASC – Local Government Pension Scheme in Scotland:
consultation**

(copies attached)

- 9 Staff Attendance Report – 1 November 2004 - 31 January 2005
Report by Human Resources Manager
(copy attached)**
- 10 Revised Code of Discipline
Report by Human Resources Manager
(copy attached)**
- 11 Revised Grievance Procedure
Report by Human Resources Manager
(copy attached)**
- 12 Disability Symbol User Review
Report by Human Resources Manager
(copy attached)**
- 13 Employee Counselling Service
Report by Human Resources Manager
(copy attached)**
- 14 Risk Register
(copy attached)**
- 15 Closure**
- 16 Date of Next Meeting**
The date of the next meeting is to be confirmed.

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.

AS/SV
John Wheatley College
26 April, 2005