

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

**AGENDA**

**Agenda of the meeting of the Personnel & Staffing Committee to be held on Tuesday 24 April, 2007 at 12.30pm in the Conference Room of Strathclyde European Partnership, 94 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 - 30 January, 2007**  
(copy attached)
- 6 Matters arising from the minutes of the previous meeting**
- 7 Approved Committee Minutes for information:**
  - a) Joint Consultative Committee – 3 November, 2006**
  - b) Health & Safety Committee – 24 October, 2006**(copies attached)
- 8 Staff Attendance Report 1 November 2006 – 31 January 2007**  
**Report by Human Resources Manager**  
(copy attached)
- 9 Analysis of Sickness Absence in the Civil Service 2005**  
**Report by Human Resources Manager**  
(copy attached)
- 10 Scottish Funding Council Circular 12/07 – Health and Safety**  
**Report by Principal**  
(copy attached)
- 11 Gender Equality Scheme - Overview**  
**Report by Human Resources Manager**  
(copy attached)
- 12 Disability Equality Scheme – Scottish Parliament’s Equal Opportunities Committee**  
**Report by Human Resources Manager**  
(copy attached)
- 13 Review of Procedures at Central College – Update Report** (*referred from Executive Committee*)  
**Report by Principal**  
(copy attached)

- 14 Risk Management – Issues to be considered as a consequence of the consideration of the above agenda**  
(discussion)
- 15 Closure**
- 16 Date of Next Meeting**  
To be advised.

*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/MM  
John Wheatley College  
April, 2007