

JOHN WHEATLEY COLLEGE
BOARD OF MANAGEMENT
PERSONNEL & STAFFING COMMITTEE
AGENDA

Agenda of the meeting of the Personnel & Staffing Committee to be held on Tuesday 25 April 2006 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 28 November 2005.**
(copy to follow)
- 6 Matters arising from the minutes of the previous meeting**
- 7 Minute of and Matters arising from previous meeting**
 - a) Health and Safety minutes of meeting held on 3 February 2006.**
(copy attached)
- 8 Correspondence - SPPA**
 - a) Teachers Superannuation (Scotland) Amendment Regulations 2006**
 - b) Scottish Teachers Superannuation Scheme Circular 2006/2**
 - c) Scottish Teachers Superannuation Scheme Circular 2006/2**
(copy attached)
- 9 Appointment of Principal – Transparent Procedures**
Report by Principal
(copy attached)
- 10 Staff Attendance Report 1st November 2005 to 31st January 2006**
Report by Human Resources Manager
(copy attached)
- 11 Personnel and Payroll – Project Team Annual Report**
Report by Human Resources Manager
(copy attached)
- 12 Equal Opportunities Development Forum**
Report by Human Resources Manager
(copy attached)

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- 13 Employee Counselling Service
Report by Human Resources Manager**
(copy attached)
- 14 Introduction to HERA
Report by Human Resources Manager**
(copy attached)
- 15 Staff Development Report
Report by Associate Principal Quality**
(copy attached)
- 16 Work Placement Initiative for Staff
Report by Associate Principal (Quality)**
(copy attached)
- 17 Audit Scotland – Report on Internal Audit Visit
Report by Principal**
 - a) Staff Absence and Utilisation**
 - b) Staff Development and Appraisal**
(copies attached)
- 18 Review of Risk Register
Report by Assistant Principal**
(copy attached)
- 19 Closure**
- 20 Date of Next Meeting**
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/MM
John Wheatley College
18 April 2006