

JOHN WHEATLEY COLLEGE
BOARD OF MANAGEMENT
PERSONNEL & STAFFING COMMITTEE
AGENDA

Agenda of the meeting of the Personnel & Staffing Committee to be held on Tuesday 3 October, 2006 at 12.30pm in the Board Room of Glasgow Metropolitan College at 60 North Hanover 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 25 April 2006**
(copy attached)
- 6 Matters arising from the minutes of the previous meeting**
- 7 Minute of and Matters arising from previous meeting**

JCC minutes
 - i) 28 October 2005**
 - ii) 16 December 2005**
 - iii) 24 March 2006**
(copies attached)
- 8 Correspondence**
 - a) EIS – Curriculum and Staff Planning**
 - b) Scottish Funding Council – Staffing Statistics for FE Colleges in Scotland 2004-05**
(copies attached)
- 9 Staff Attendance Report 1st February 2006 to 30th April 2006 and 1st May 2006 to 31st July 2006**
Report by Human Resources Manager
(copy attached)
- 10 Professional Development Programme 2006/07**
Report by Associate Principal Quality
(copy attached)

- 11 **Workforce Profile – Scotland’s College** (*referred from Board of Management*)
Report by Principal
(copy attached)
- 12 **Investors in People Re-Recognition** (*referred from Board of Management*)
Report by Assistant Principal
(copy attached)
- 13 **Employee Counselling**
Report by Human Resources Manager
(copy attached)
- 14 **Work-life Balance Policy**
Report by Human Resources Manager
(copy attached)
- 15 **Staff Turnover Indices – 1 August 2005 - 31 July 2006**
Report by Human Resources Manager
(copy attached)
- 16 **Higher Education Role Analysis – Job Evaluation System Update**
Report by Human Resources Manager
(copy attached)
- 17 **Equalities Committee**
Report by Human Resources Manager
(copy attached)
- 18 **Staffing Statistics for Further Education Colleges in Scotland: 2004/05**
Report by Human Resources Manager
(copy attached)
- 19 **Recruitment and Selection Procedures**
Report by Human Resources Manager
(copy attached)
- 20 **Human Resources Section – Operational Plan 2006/07**
Report by Human Resources Manager
(copy attached)
- 21 **Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002**
Report by Depute Principal
(copy attached)
- 22 **Closure**
- 23 **Date of Next Meeting**
The date of the next meeting of the Personnel and Staffing Committee is scheduled for 30 January, 2007.

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/SV
John Wheatley College
11 September, 2006