

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

**AGENDA**

Agenda of the meeting of the Personnel & Staffing Committee to be held on Wednesday 30<sup>th</sup> January , 2008 at 12.30pm in Room MF12/14 at the East End Campus.

- 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 – 2<sup>nd</sup> October, 2007**  
(copy attached)
- 6      **Matters arising from the minutes of the previous meeting**
- 7      **Approved Committee Minutes for Information**
  - a) **Health & Safety Committee – 7 June 2007**
  - b) **Equalities Committee – 20 September 2007**
- 8      **Correspondence**
  - a)      **UNISON – notice of collective dispute**  
(copy attached)
- 9      **Human Resources Section – Operational Plan 2007/08**  
**Report by Human Resources Manager**  
(copy attached)
- 10     **Staff Attendance Report – 1<sup>st</sup> August 2007 to 31<sup>st</sup> October 2007**  
**Report by Human Resources Manager**  
(copy attached)
- 11     **Employee Counselling Service – 1<sup>st</sup> August 2007 – 31<sup>st</sup> December 2007**  
**Report by Human Resources Manager**  
(copy attached)
- 12     **Disability Annual Report – 4<sup>th</sup> December 2007**  
**Report by Human Resources Manager**  
(copy attached)
- 13     **Employee Communication**  
**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**  
24 April 2008.

*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/LMcE  
John Wheatley College  
21 January, 2008