

JOHN WHEATLEY COLLEGE
BOARD OF MANAGEMENT
PERSONNEL & STAFFING COMMITTEE
AGENDA

Agenda of the meeting of the Personnel & Staffing Committee to be held on Monday 31 January 2005 at 12.30pm in the Board Room of College of Building and Printing, 60 North Hanover 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 3 November 2004**
(copy attached)
- 6 Matters arising from the minutes of the previous meetings.**
 - a) ASC - Review of Pension Schemes**
(copy attached)
- 7 Minutes of and Matters arising from previous meetings**
 - a) JCC minutes of meeting held on Friday 5 November 2004**
 - b) Health and Safety minutes of meeting held on 28 October 2004**
 - c) Equal Opportunities Development Forum minutes of meeting held on 4 November 2004**
- 8. Correspondence**
Association of Scottish Colleges -
 - a) SPPA consultation on the review of STSS**
(copy attached)

- 9 **Staff Attendance Report – 1st August 2004 to 31st October 2004**
Report by Human Resource Manager
(copy attached)
- 10 **Staff Turnover Indices – 1st Quarter**
Report by Human Resources Manager
(copy attached)
- 11 **Well-being at Work Survey April 2004**
Report by Human Resources Manager
(copy attached)
- 12 **Senior Lecturers' Workload Review**
Report by Human Resources Manager
(copy attached)
- 13 **Project Team Annual Report – Personnel and Payroll**
Report by Human Resources Manager
(copy attached)
- 14 **Staff Development Annual Report session 2003/04**
Report by Associate Principal Quality
(copy attached)
- 15 **Continuing Professional Development: Staff Development Plan 2004/05**
Report by Associate Principal Quality
(copy attached)
- 16 **Comparison of salaries by gender**
Report by Depute Principal
(copy attached)
- 17 **Supporting Health and Safety in Further and Higher Education**
Report by Depute Principal
(copy attached)
- 18 **Closure**
- 19 **Date of Next Meeting**
The next meeting of the Personnel and Staffing Committee is scheduled to be held on Thursday 28 April 2005.

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/DS/LC
John Wheatley College
21 January 2005