

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

**Agenda of the meeting of the Personnel & Staffing Committee to be held on Wednesday 5 October 2005 at 12.30pm in the Board 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 held on 11 May 2005**  
(copy attached)
- 6 Matters arising from the minutes of the previous meetings**
- 7 Minutes of and Matters arising from previous meetings**
  - a) JCC minutes of meeting held on 7 January 2005**
  - b) JCC minutes of meeting held on 1 April 2005**
  - c) Draft JCC minutes of meeting held on 3 June 2005**
  - d) Draft Health and Safety minutes of meeting held on 23 June 2005**
  - e) Equal Opportunities Development Forum minutes of meeting held on 9 June 2005**

(copies attached)

- 8 Correspondence**
- a) **SFEFC**
    - i) **Human resource management modernisation; and**
    - ii) **Update on corporate plan targets for human resource management and equality of opportunity**
  - b) **SFEU HR Network – Modernisation of HR in Scottish Colleges**
  - c) **SFEU – Equality and Diversity in the Further Education Workforce**
  - d) **Forthcoming changes to the law on preventing illegal working**  
(copies attached)
- 9 SFEFC Staffing Return 2004/05**  
**Report by Depute Principal**  
(copy attached)
- 10 Wales Audit Office – Management of Sick Absence in FE Colleges**  
**Report by Principal**  
(copy attached)
- 11 Staff Attendance Report – 1 February 2005 to 31 July 2005**  
**Report by Human Resources Manager**  
(copy attached)
- 12 Employee Counselling Service**  
**Report by Human Resources Manager**  
(copy attached)
- 13 Revised Disciplinary and Appeals Procedure**  
**Report by Human Resources Manager**  
(copy attached)
- 14 Revised Attendance at Work Policy and Procedure**  
**Report by Human Resources Manager**  
(copy attached)
- 15 Draft Well-being Policy**  
**Report by Human Resources Manager**  
(copy attached)
- 16 Staff Turnover Indices**  
**Report by Human Resources Manager**  
(copy attached)
- 17 A Professional Body for FE Staff – Analysis of Consultation**  
**Report by Principal**  
(copy attached)

- 18 Investors in People Accreditation  
Report by Assistant Principal**  
(copy attached)
- 19 Staff Development: Professional Development Programme 2005/06  
Report by Assistant Associate Principal (Quality)**  
(copy to follow)
- 20 Closure**
- 21 Date of Next Meeting**  
The next meeting of the Personnel and Staffing Committee is scheduled to be held on Thursday 24 November 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/SV  
John Wheatley College  
21 September, 2005