

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 May, 2010 at 12.30pm in Room S/09, Easterhouse 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 - 28 January, 2010**
(copy attached)
- 6. Matters arising from the minutes of the previous meeting**
- 7. Staff Attendance Report – 1 November 2009 – 31 January 2010**
Report by Human Resources Manager
(copy attached)
- 8. Benchmarking of Human Resources Management – 2008/09**
Report by Human Resources Manager
(copy attached)
- 9. Human Resources Section – Operational Plan 2009/10**
Report by Human Resources Manager
(copy attached)
- 10. Race Equality in Employment Standard**
Report by Depute Principal and Human Resources Manager
(copy attached)
- 11. Recognition and Procedures Agreement**
Report by Depute Principal
(copy attached)
- 12. Draft Staff Governance Standard**
Report by Depute Principal
(copy attached)

13. **Health Needs Assessment – Healthy Working Lives Report by Human Resources Manager**
(copy attached)
14. **Equality and Diversity Training – Session 2009/10 Report by Human Resources Manager**
(copy attached)
15. **Equality Act 2010**
(copy attached)
16. **Risk Management – Issues to be considered as a consequence of the consideration of the above agenda**
(discussion)
17. **Closure**
18. **Date of Next Meeting**

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 proforma issued with the papers.

Further Information

Members of the Personnel and Staffing Committee should note that members of the College's Management who have drafted the reports on the Agenda of this meeting will be available 30 minutes prior to its start to provide any clarification or additional information related to the reports they have prepared.