

JOHN WHEATLEY COLLEGE
BOARD OF MANAGEMENT
PERSONNEL & STAFFING COMMITTEE
AGENDA

Agenda of the meeting of the Personnel & Staffing Committee to be held on Wednesday 7 October, 2009 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 – 30 April, 2009**
(copy attached)
- 6 Matters arising from the minutes of the previous meeting**
- 7 Approved Committee Minutes for Information**
 - a) Joint Consultative Committee**
 - i) 20 March, 2009**
 - ii) 18 June, 2009**
 - b) Health and Safety**
 - i) 25 February, 2009**
 - ii) 4 June, 2009**
(copies attached)
- 8. Correspondence**
 - a) Equality and Human Rights Commission – Launch of Three Year Strategic Plan**
 - b) University of Dundee – ‘The Value of Resolving Disputes’ Conference**
(copies attached)
- 9. Human Resources Operational Plan – Session 2009/10 Report by Human Resources Manager**
(copy attached)
- 10. Human Resource Management – Annual Report 2008/09 Report by Chair of Personnel and Staffing Committee**
(copy attached)

11. **Succession Planning
Report by Principal**
(copy attached)
12. **FEDRA – Support from FEDD
Report by Principal**
(copy attached)
13. **SFC Staffing Return 2008/09
Report by Depute Principal**
(copy attached)
14. **SFC Report – Comparisons of Human Resource Management
Report by Principal**
(copy attached)
15. **Professional Development Programme 2009/10
Report by Associate Principal Quality**
(copy attached)
16. **Equality and Diversity Awards
Report by Human Resources Manager**
(copy attached)
17. **Employee Counselling Service – 1 August 2008-31 July 2009
Report by Human Resources Manager**
(copy attached)
18. **Staff Turnover Indices – 1 August 2008 - 31 July 2009
Report by Human Resources Manager**
(copy attached)
19. **Staff Attendance Report – 1 August 2008 - 31 July 2009
Report by Human Resources Manager**
(copy attached)
20. **Revised No Smoking Policy (Referred from Board of Management
Meeting held on 25 August, 2009)
Report by Depute Principal**
(copy attached)
21. **Risk Management – Issues to be considered as a consequence of the
consideration of the above agenda**
(discussion)
22. **Closure**
23. **Date of Next Meeting**
Thursday 28 January, 2010

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.