

John Wheatley College
Board of Management
Personnel and Staffing Committee

Minutes of the meeting of the Personnel and Staffing Committee held on Thursday 28 January, 2010 at 12.30 pm in Room S/09, Easterhouse Campus.

1. Sederunt

H Ostrycharz (Chair);
E MacArthur ;
R Venditozzi;
I Graham (Principal);
A Woolley;
R Blyth and
R Saez (from 12.45 pm).

Also in attendance:

A Kirk (Depute Principal);
A Sherry (Assistant Principal);
D Sneddon (Human Resources Manager);
C Young (Equality and Diversity Advisor);
J Wilson (Associate Principal, Quality) (from 1.05 pm); and
L McEwan (for recording purposes).

2. Apologies

3. Terms of Reference

Members noted the terms of reference for the Personnel and Staffing Committee. It was confirmed that the meeting was quorate with 6 members in attendance.

4. Declarations of Interest

A Kirk declared a conflict of interest in respect of Item 13 as a consequence of his membership of the Board of ECC Ltd, the Parent Company of FEDRA.

The Principal recommended that Item 14 (Benchmarking of Human Resources Management – Session 2008/09) be withdrawn from the agenda as a consequence of an administrative error. Members confirmed that they were content to withdraw the item.

5. Minutes of the Previous Meeting of the Personnel and Staffing Committee – 7 October, 2009

The minutes were accepted as an accurate record of the meeting held on 7 October, 2009

6. Matters arising from the minutes of the previous meeting held on 30 April, 2009

Item 16 - Equality and Diversity Awards

The Principal informed members that the College had been unsuccessful in its 2 (two) separate award entries in recognition of its 'Day of Diversity' and equality and diversity actions.

7. Approved Committee Minutes for Information

a) Joint Consultative Committee – 28 August, 2009

Members noted that the College's UNISON branch was now functioning after a period of inactivity. The Principal confirmed that he had sent a letter to staff encouraging them to rejoin UNISON in light of this development.

The Principal informed members of recent developments in respect of Scotland's Living Wage. Members noted that the College has been awarded the Glasgow Living Wage Award.

A discussion followed in respect of the College's application for the Scottish Living Wage Award. In response to a question from a member the Depute Principal confirmed that the College had recently undergone a tendering exercise for its cleaning and security services and these had been contracted out. However in the next scheduled tendering process the College would attempt to address the minimum wage recommended by Scotland's Living Wage criteria as part of the process.

Members of the Personnel and Staffing Committee agreed to note the contents of the Joint Consultative Committee minutes of 28 August, 2009.

b) Health and Safety – 14 September, 2009

Members of the Personnel and Staffing Committee agreed to note the contents of the Health and Safety minutes of 14 September, 2009.

8. Equality and Diversity Report – Session 2008/09

D Sneddon spoke to the contents of the report which sought to apprise members of the College's Equality and Diversity report for session 2008/09.

Members recalled that the report had been approved by the Board of Management at the meeting of 3 December, 2009 and further recalled that the 2 (two) sections which were not included in the report would be considered by the Board at its February 2010 meeting.

The Principal informed members that discussions had taken place in an attempt to 'slim down' the Equality and Diversity report for session 2009/10. The Principal assured those present that the 2009/10 report would continue to

meet fully the requirements of both the Scottish Funding Council (SFC) and statutory legislation.

R Saez joined the meeting at 12.45 pm.

Members endorsed the comment made by another member in respect of the high level of declaration on disability contained within the report.

In response to a request from a member D Sneddon confirmed that a paragraph would be included within the report to explain the difference in male / female percentages in respect of the breakdown of staff by gender.

Following discussion members of the Personnel and Staffing Committee agreed to:

- a) note the contents of the report and its appendices; and
- b) note the work undertaken by the College in taking forward its Equality and Diversity agenda.

9. Revised Disability Equality Scheme and Action Plan – 2009 - 2012

D Sneddon spoke to the contents of the report which had previously been considered by the Board and brought to the Personnel and Staffing Committee for its information. Members noted that the report sought to give the Committee the opportunity to further scrutinise the consultation and involvement activities undertaken by the College in developing its revised Disability Equality Scheme (DES) and Action Plan.

Members recalled that the College produced its DES and Action Plan in accordance with the requirements of The Disability Discrimination (Public Authorities) (Statutory Duties) (Scotland) Regulations 2005 and further recalled that it was implemented on 4 December, 2006.

Members noted the work that had been undertaken to encourage new and existing staff in disclosing any disability.

Following a short discussion members of the Personnel and Staffing Committee agreed to note the contents of the report which was brought to them for information only.

10. Human Resources and Equalities Reporting – Statutory Compliance

A Kirk spoke to the contents of the report which sought to apprise members of the College's proposed method of gathering data for the production of future Equalities reports.

Members recalled that the College is required to produce specific Equalities reports and documents by dates determined by legislation and further recalled that in the past this had led to extensive data collection for the production of each report and the resultant reports had been substantial documents.

Members noted that a review of these reports had resulted in a revised methodology for the collection and collation of data and the format for the documents and further noted that the Equality documents would be reduced

in size by the inclusion of references to other College documents rather than reproducing sections in the report.

The Depute Principal highlighted the proposed changes in respect of the above.

The Chair welcomed the proposed changes on behalf of the Committee.

Members of the personnel and Staffing Committee agreed to:

- a) note the contents of the report and its appendix;
- b) note the College's proposed method of reporting Equalities; and
- c) endorse the College's proposed method of reporting Equalities.

11. Human Resources Operational Plan – Session 2009/10

D Sneddon spoke to the contents of the report which sought to apprise members of the progress made by the Human Resources (HR) Section in relation to its Operational Plan for session 2009/10.

Members recalled that the College produced a College Plan which laid out its strategic aims and objectives and that Operational Managers were required to produce an annual Operating Plan for their Section.

A copy of the HR Section's Operational Plan for session 2009/10 had been provided for the information of members.

Members of the Personnel and Staffing Committee agreed to:

- a) note the contents of the report and its appendix; and
- b) request the Human Resources Manager to bring forward reports detailing progress against targets for session 2009/10 to future meetings of the Personnel and Staffing Committee.

12. Staff Attendance Report – 1 August, 2009 – 31 October, 2009

D Sneddon spoke to the contents of the report which sought to apprise members of staff attendance statistics for the period 1 August, 2009 to 31 October, 2009.

A discussion in respect of long term staff absence ensued with Ms Sneddon answering questions as they arose. Members noted the College's early intervention procedures in this respect.

A further discussion took place in respect of cancer related illnesses and members noted the College's intention to produce a Policy specifically for this illness.

J Wilson joined the meeting at 1.05 pm.

Following a request from the Chair, D Sneddon agreed include information relating to the most common reasons for staff absence in comparison to other organisations in future attendance reports.

The Principal confirmed that the marginal deterioration indicated in the trends did not cause the College any real concern and that in comparison to local organisations the College's rate of absence was favourable.

Following a further request from the Chair the Human Resources Manager agreed to consider the inclusion of graphs to indicate trends in future reports.

Members of the Personnel and Staffing Committee agreed to:

- a) note the contents of the report and its appendices; and
- b) request the Human Resources Manager to bring forward a further report to a future meeting of the Personnel and Staffing Committee.

13. Implementation of Further Development Role Analysis (FEDRA) – Progress Report

D Sneddon spoke to the contents of the report which sought to apprise members of progress made to date in relation to the implementation of the College's job evaluation system entitled the Further Education Development and Role Analysis (FEDRA).

Members noted that a series of briefings had taken place with support staff and the interviewing process had commenced.

In response to a question Ms Sneddon confirmed that staff perceived the FEDRA process to be a good opportunity to discuss their role within the College.

Ms Sneddon anticipated that all posts would be analysed by the end of June, 2010.

Members of the Personnel and Staffing Committee agreed to:

- a) note the contents of the report and
- b) request the Human Resources Manager to bring regular progress reports to the Personnel and Staffing Committee.

14. Benchmarking of Human Resources Management – Session 2008/09

Members had previously agreed to the Principal's recommendation that the above item be withdrawn from the agenda.

15. Investors in People (IiP) Audit Re-Recognition

J Wilson, Associate Principal spoke to the contents of the report which sought to apprise members of the outcome of the Investors in People (IiP) audit conducted in September / October 2009.

Members recalled that one of the targets included in the College Plan for Sessions 2009/12 was to seek re-recognition under the Investors in People (IiP) quality standard.

Members noted that the liP Audit report had been considered at both the November 2009 meetings of the Audit Committee and the Joint Consultative Committee in accordance with the practice of the Board.

J Wilson reminded members that organisations undertaking an liP audit were assessed against the appropriate criteria contained within the ten elements of the Standard. In addition the College requested that the auditor review the College in relation to the following:

- a) succession planning in light of the demographic profile of College staff;
- b) the approach to the implementation of revised procedures to take account of the new SFC/HMle Quality Framework;
- c) the strategy and support for staff to embed the use of ICT within learning and teaching; and
- d) how staff were supported to deliver the Board's Equality Agenda.

Members noted that the review of the above priorities went beyond the baseline criteria contained within the liP Standard

In addition, J Wilson informed members that to ascertain the College's compliance with the Standard and to evaluate the four other elements identified by the College the auditor interviewed thirty-two (32) staff members selected to provide a representative sample of the workforce. The auditor conducted these interviews over three days.

A copy of the revised liP Standard and the audit report had been provided for the information of members and Ms Wilson highlighted a number of strengths and examples of good practice identified in the document. Members noted that an accuracy check had been undertaken in respect of the audit report and were provided with a copy of the final document for their information.

Members noted that the audit report also contained potential development areas which the College would consider as part of the operational planning process and further noted that overall the auditor concluded that she was *satisfied beyond doubt that John Wheatley College continued to meet the requirements of Investors in People.*

H Ostrycharz commended all staff members involved in the liP process and members endorsed this sentiment.

Members are agreed to:

- a) note the contents of the report and its appendices; and
- b) note that the College had achieved Investors in People recognition for a period of three years.

16. Risk Management – issues to be considered as a consequence of the consideration of the above agenda

Members of the Personnel and Staffing Committee agreed that there were no risk issues to be considered as a consequence of the business conducted at the meeting of 28 January, 2010.

17. Closure

The meeting closed at 1.20 pm with the Chair thanking all in attendance for their contribution.

18. Date of Next Meeting

The date of the next meeting would be confirmed in due course.