

**John Wheatley College**  
**Board of Management**  
**Personnel and Staffing Committee**

**Minutes of the meeting of the Personnel and Staffing Committee held on Monday 28 November 2005 at 12.30pm in the Conference Room of Strathclyde European Partnership, 94 Elmbank Street, Glasgow.**

**1. Sederunt**

The meeting commenced at 12.30pm and was attended by:

H Ostrycharz (chair);  
A Woolley;  
R Venditozzi;  
D O'Brien;  
M Forsyth;  
M Axford (co-opted member); and  
A McFarlane (co-opted member).

**Also in attendance:**

A Kirk (Depute Principal);  
A Sherry (Assistant Principal);  
J Wilson (Associate Principal [Quality]);  
D Sneddon (HR Manager); and  
S Vaughan (for recording purposes only).

**2. Apologies**

I Graham;  
J Kerrigan; and  
A Macdougall.

**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 5 members in attendance.

**4. Declarations of Interest**

No declarations of interest were expressed at the meeting.

**5. Minutes of the previous meeting of the Personnel and Staffing Committee held on 5 October 2005**

The Depute Principal requested that the sederunt section on page 1 of the minutes be altered to reflect the fact that the meeting commenced at 12.30pm and not 5pm. With this alteration, the minutes of the previous meeting were accepted as an accurate record of the meeting held on 5 October 2005.

**6. Matters arising from the minutes of the previous meeting**

**Item 7 (c) Draft JCC minutes of meeting held on 3 June 2005**

**Item 6e – Review of Management Structure – Session 2005/06**

The Depute Principal confirmed that the first meeting of the Management Review Steering Group had recently taken place.

**7. Minute of and matters arising from previous meeting**

**a) JCC minutes of meeting held on 19 August 2005**

**Item 15 Draft agreement between John Wheatley College and Glasgow City Council regarding the provision of library services**

The Depute Principal reported that Glasgow City Council officials had been unable to take the draft agreement to the appropriate Committee, therefore it was anticipated that it would now be early in 2006 before the document would be approved. Members noted the contents of the minutes.

**8. Correspondence – SPPA Benefit Statement Letter and Annexes**

Members noted the contents of the correspondence, which outlined the distribution of benefit statements to scheme (STSS) members and detailed the tax situation with regards to civil partnerships. The Depute Principal reported that the College staff had been informed of the details of the Civil Partnership Act via the College's Joint Consultative Committee (JCC) and noticeboards. The Human Resources Manager stated that she would also circulate this information to staff with their wage slips in due course.

**9. Modernisation of Conditions of Service – Teaching, Support & Management Staff**

The Depute Principal spoke to the contents of the report, which apprised members that as part of the 2004/5 and 2005/06 salary settlement the EIS/FELA branch, the Unison branch and ACM branch had agreed to the modernising of conditions of service.

A Kirk reported that the EIS/FELA branch had agreed that it would work with College managers to reach a target of 80% utilisation of staff in

respect of class contact time in session 2005/06. He informed members that from the figures available for the first block the College had met this target.

He further informed members that the Evaluation of the Learning Experience pilot project had now been included within the standard quality assurance processes of the College and would be rolled out to all staff from the commencement of session 2005/06. Members welcomed this development and the support of teaching staff in this area.

A Kirk reported that the College had agreed to review all support staff posts in 2005/06 and undertake job evaluations. He confirmed that an audit of salary within College's staff had confirmed that there was no gender bias at the current time.

The Depute Principal further reported that as part of the modernisation of conditions of service in financial year 2004/05, the representative body for Management Staff (ACM) had agreed to work with the College to review the management structure within the College. In addition, he stated that as part of the modernisation of conditions of service in financial year 2005/06, ACM had agreed to work with the College to seek and introduce an appropriate formal appraisal system for all Management Staff to replace the current Career Development Review procedures. He commented that it was anticipated that the appraisal scheme would be selected in early 2006, for introduction at the beginning of session 2006/07.

Members agreed to note the contents of the report.

#### **10. Staff Attendance Report – 1 August 2005 to 31 October 2005**

The HR Manager spoke to the contents of the report, which apprised members of attendance statistics for the period 1 August 2005 to 31 October 2005. She proceeded to highlight table 1 on page 2 of the report, which showed that there had been an increase in the percentage of permanent staff who were absent for the first quarter of 2005/06, mainly as a result of long-term sickness. She stated that the increase in permanent support staff absence in the first quarter of 2005/06 was mainly due to an increase in short-term intermittent absence and that the increase in permanent academic staff absence in the first quarter of 2005/06 was due to an increase in long-term absence.

D Sneddon highlighted table 6, which contained the number of absences associated with mental health conditions such as stress, anxiety and depression, informing members that this form of absence had decreased in the first quarter of 2005/06. All members of staff displaying these symptoms who have hours of work available have since returned to work.

She reported that long-term absence amongst permanent staff, as highlighted in table 8 of the report, still presented a problem and had increased from the period 1 May to 31 July 2005 inclusive and 1 August to 31 October 2005 inclusive. It was noted that no absences were recorded for academic staff from 1 July to 15 August 2005. In reference to table 9, she confirmed that 3 of the 6 permanent academic staff who were absent on long-term sick leave were being dealt with in accordance with the

College's Attendance at Work Policy and Procedures. With regards to the 3 support staff who were absent, the HR Manager reported that one would be released in accordance with the College's Revised Attendance at Work Policy and Procedures. She reported that the average number of days lost due to sickness absence per employee in the period 1 August to 21 October 2005 was 3.8 for academic staff and 3.2 for support staff.

Highlighting appendix 5 of the report, the HR Manager informed members that the percentage rate for session 2005/06 was higher at 6.72% for the first quarter than in session 2004/05 at 5.49%..

In response to questions D Sneddon reported that a number of the individuals who were absent from work on long-term sick leave had very serious health conditions and were receiving medical treatment. She informed members that the College had maintained regular contact with these individuals, in order to assist them to plan their return to work when this was appropriate.

The HR Manager informed members that all College managers had attended staff development sessions on the new Policy and Procedures and that she was currently revising a handbook for managers to accompany the Attendance at Work Policy and Procedures.

In response to questions, the Depute Principal informed members that Senior Lecturers normally teach 15 hours per week and that when members of the teaching staff were absent then, normally, Senior Lecturers provided appropriate class cover.

Members agreed to:

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

## **11. Continuing Professional Development Plan 2005/06**

The Associate Principal (Quality) spoke to the contents of the report, which apprised members of the College's Staff Development Plan for 2005/06. She informed members that this plan provided details of training which was required to support the implementation of the College Plan for session 2005/8. She brought to the attention of members that there was a minor typographical error on the bottom of page one and that "2004/05" should be replaced with "2005/06".

The Associate Principal (Quality) proceeded to highlight key area (iii) on page 1 of the draft plan, which referred to the enhancement of the Learner experience and which detailed the targets, the proposed activities in 2005/06, the associated costs, the anticipated outcomes and the nature of the evaluation. She stated that one of the College's priorities for this year was to work with asylum seeker groups and that therefore there had been a commitment to provide training in English as a Second or Other Language (ESOL) for up to six staff members.

She then highlighted the targets outlined in the draft plan, which included developing an awareness of approval and delivery procedures of relevant awarding bodies, including City and Guilds. She reminded members that this was an important development, as the College was seeking City and Guilds centre accreditation in this session.

In response to questions, J Wilson informed members that a simpler form of the report would be inappropriate as it was necessary to ensure that the link between staff development activities and the self-evaluation process was clearly made. She further reported that the format of the report was also designed to meet the requirements of the Investors in People standards, under which the College would undertake an audit early in calendar year 2006. Following discussion, members endorsed the current format of the report.

A Woolley requested that the Committee congratulate the College on winning a Scottish Qualifications Authority (SQA) gold award for the ILT champions project, reminding members that this was a key staff development priority in session 2004/05. He also thanked J Wilson for her work in producing the College bid application. It was agreed that J Wilson would communicate the Committee's congratulations to the College's staff.

J Wilson reported that the Evaluation of the Learner Experience Pilot project which commenced during Session 2004/05 had been successful in identifying global strengths, areas for development and good practice in approaches to the delivery of the curriculum and that this had been reflected in the plan for session 2005/06. She highlighted that a key area for development which had been identified by this pilot was the need to increase the use of ICT in the learning/teaching environment and that consequently the Joint Information Services Committee (JISC) would undertake a training needs assessment in conjunction with teaching staff.

The Associate Principal (Quality) reminded members that curriculum and project teams detailed the specific training that they had undertaken in their annual reports.

In response to questions, J Wilson confirmed that there was sufficient money in the College's budget for it to undertake the recommendations that were outlined in the report.

Members agreed to:

- i) note the contents of the Plan; and
- ii) agree implementation of the Plan for Session 2005/06.

## **12. Family and Parental Leave Policy and Personal and Domestic Leave Policy – 2004/05**

The HR Manager spoke to the contents of the report, which apprised members of the staff uptake of entitlement within the Family and Parental Leave and Personal and Domestic Leave Policies. She reported that the College utilises the Workforce Profile to maintain a register of information of staff entitled to apply for leave under the Family and Parental Leave

Policy and that this applied to children under the age of 8 years of age. She reported that in session 2004/05, the College had received 47 applications involving a total of 18 staff, 10 of whom were female and 8 of whom were male. The direct salary cost of Family and Parental Leave for academic and support staff was £7,510, compared to £5,847 in academic year 2003/04.

D Sneddon also reported that in session 2004/05 the College had received 51 applications for personal and domestic leave, 22 of which were from academic staff, and 18 of which were from support staff. It was noted that this amounted to a total of 80 days of leave and that the main reasons for this leave were bereavement and attendance at funerals. She stated that there was a minor typographical error in the report and that table 2 on page 2 of the report, which was entitled "Main reasons for family and parental leave" should read "Main reasons for Personal and Domestic leave". She reported that the direct salary cost for academic and support staff Personal and Domestic Leave was £7,962, compared to £5,778 in academic year 2003/04.

Members agreed to:

- i) note the contents of the Human Resource Manager's report; and
- ii) request that the Human Resources Manager present a revised Family and Parental Leave Policy and Personal and Domestic Leave Policy at a future meeting of the Personnel and Staffing Committee.

### **13. Closure**

The meeting closed at 1.20pm.

### **14. Date of Next Meeting**

The next meeting is scheduled for Monday, 30 January 2006.

# JOHN WHEATLEY COLLEGE

## BOARD OF MANAGEMENT

### *AD-HOC PERSONNEL & STAFFING COMMITTEE*

**Minute of the meeting of the Ad-hoc Personnel & Staffing Committee held on Monday 28<sup>th</sup> November 2005 at 1.20pm in the Conference Room of Strathclyde European Partnership, 94 Elmbank Street, Glasgow.**

#### **1. Sederunt**

H Ostrycharz;  
D O'Brien;  
M Forsyth; and  
M Axford (co-opted member).

#### **Also in attendance:**

A Kirk (Depute Principal);  
A Sherry (Assistant Principal);  
J Wilson (Associate Principal [Quality]);  
D Sneddon; and  
S Vaughan (for recording purposes only).

#### **2. Attendance at Work Policy & Procedures**

The HR Manager spoke to the contents of the report, which apprised members of the Attendance at Work Policy and Procedures under which terms this meeting was being held. She reminded members that a revised policy had been approved by the Board of Management and that this would be the final meeting under the previous policy. Members noted the contents of the new Policy and Procedures.

#### **3. Personnel Matters re: Contract**

The Depute Principal informed members that this Ad Hoc meeting of the Personnel and Staffing Committee was the second and final meeting of its type and that it had been held in order to discuss the termination of the contract of one member of the College's staff because of ill health. He stated that the Executive Committee had requested that an Ad Hoc meeting of the Personnel and Staffing Committee be held, in order to approve the termination of the contract of the employee. He reported that the individual involved had decided not to attend today's meeting, but had written to the College to say that he was content with the steps that the College had taken. He asked members to note that in future the Principal would have the authority to make such decisions, without referring them to the Personnel and Staffing Committee.

The HR Manager proceeded to speak to the contents of the report, which apprised members of the management of the employee's absence by the College and sought the termination of the employee's contract on the grounds of capability due to ill health. The HR Manager informed members that the individual was a part-time permanent Lecturer in Electronics, who had commenced employment with the College on 11 February 1991 and that the employee had first reported unfit for duty on 2 December 2002 due to a minor illness. She explained that the individual had then reported suffering from another minor illness on 19 December 2002 and it was later confirmed that he had an underlying serious health condition, which was recognised within the terms of the Disability Discrimination Act. She informed members that subsequently the post had been held open by the College, because the individual had been scheduled to have surgery which it was anticipated may have a positive impact in improving the nature of his disability. Regrettably, however, the surgery had not improved the individual's condition to the extent that he had hoped for and he had since confirmed that he would be unable to provide a reliable service to the College. She further confirmed that it would not be possible for the individual to develop on-line teaching and learning resources, since the College did not utilise such materials at the present time.

The HR Manager reported that an independent employment advisor had confirmed to the College that the individual was in receipt of the appropriate level of benefits. She also informed members that the College had informed the individual that if he was able to apply for employment at some point in the future, then the College would inform any new employer that the termination of the employee's contract had been solely as a result of his ill health. She advised members that she had discussed the case with the College's solicitor and disability advisor and that this proposal was agreed to be the best for the individual. She stated that she would inform the employee that he could appeal against the College's decision if he wished to. The HR Manager confirmed that the individual had a copy of the report under consideration and a copy of the College's Attendance at Work Policy and Procedures. Subsequently members of the Ad-Hoc Committee of the College's Personnel and Staffing Committee agreed to:

- ii) note the contents of the Human Resource Manager's report and its appendix;
- ii) note the recommendation from the Board's Executive Committee in the draft minutes attached as Appendix 1;
- iii) consider the management of this employee's absence;
- iv) agree the College's decision to terminate the employee's contract of employment on the grounds of lack of capability due to ill health; and
- v) note that the employee will have the right to appeal against the termination of his contract to the Executive Committee (minus the Chair of the Personnel and Staffing Committee if they were involved in the first stage of the process).

**4. Meeting with member of staff**

The HR Manager confirmed that the member of staff was unable to attend this meeting, but that he was content for his case to be discussed in his absence.

**5. Closure**

The meeting closed at 1.35pm.