

**BOARD OF MANAGEMENT
[STAFFING COMMITTEE]**

Minute of the Meeting of the Staffing Committee held on Wednesday 4 June 2008 at 9.00 am in the Boardroom.

PRESENT: A Shelton (Chair), A G Hyslop, A Struthers, P McGurk,

IN ATTENDANCE: R W Paterson, I Duncan, J Marinelli, C M Thomson (Secretary to the Board)

ITEM

ACTION

1. **APOLOGIES**

R Ashton.

2. **DECLARATION OF INTEREST**

There were no declarations of interest.

3. **MINUTE OF PREVIOUS MEETING AND MATTERS ARISING**

The minute of the previous meeting of 12 March 2008 was approved.

The following matters arising were discussed:

▪ **Staff Absence Summaries**

Mrs Marinelli agreed to check with Mr Shackell as per minute of 12 March 2008 and to email result of enquiry to committee members.

JM

ITEM**ACTION**

- **Draft College Policy**

Mr Duncan reported that the CPD draft policy had not been completed. This would now be brought to the next meeting for approval.

ID/EA

- **Disclosure Scotland**

Mrs Marinelli reported that there was no requirement for an annual update of Disclosure Scotland assessments. Mr Hyslop added that the disciplinary procedures would require staff to be assessed by Disclosure Scotland. Mr Thomson reported that Disclosure Scotland would provide CPD for staff at the start of the new session. Ms Shelton and Mr Struthers asked to be invited to the session.

CMT

4. **STRATEGIC IMPLEMENTATION PLAN**

(i) **Quality, Community and Learning Development**

Mr Duncan referred to the SIP and stated that good progress had been achieved in all aspects of the Plan.

Mr Thomson advised that the student member of the Board had failed to attend and that a replacement had been sought. She had attended the last Board meeting but had not been able to attend the Development Committee.

Mr R Paterson advised that the College would require to engage more with students at a national level and Mr Hyslop stated that the issue of a Sabbatical office was under discussion.

Mr Hyslop stated that the project on SULF could not be progressed at the moment but that action would be taken in the future.

It was noted that the mobile phone policy had not

ITEM**ACTION**

received final approval, contrary to the report. This would be amended.

ID/JM

A discussion took place on the need to advertise more to reach the BME communities and Ms Shelton would advise on which local newspapers in which to advertise.

JM

The role of Scottish Colleges International was discussed and Mrs Proudfoot was progressing our College International Strategy and stated that we would be collaborating with all national agencies in a variety of projects.

EP

5. **STAFF ABSENCE SUMMARIES - SUMMARY OF ALL STAFF ABSENCES**

Mr Duncan referred to the summary report and to supporting documentation relating to the above. He summarised the main trends and stated that the reporting mechanisms had changed due to the new HR system.

Mr Hyslop requested that a twice yearly report on staff absence be produced for the Committee, and that graphics be used to clarify the statistics. Also, a request was made for a breakdown of long term absence and this was agreed. It was also agreed that the reporting mechanism in this area was now satisfactory.

JM

Mr Hyslop concluded by stating that the target of below 5% absence for lecturing staff was in danger, and that the College would keep a watching brief on this.

SMT

Following a full discussion the Staffing Committee agreed to:

- (i) note the report.

ITEM**ACTION**

6. **VACANCIES REPORT FROM 12 MARCH 2008 - 28 MAY 2008**

Mr Duncan referred to the summary report and to supporting documentation relating to the above. He stated that the posts had been filled timeously and that candidates had been interviewed from both internal and external sources.

A full discussion took place on the reporting of salaries/ qualifications for posts and it was agreed that for all new posts agreed at SMT, the Staffing Committee would be informed of salaries and qualifications and a 5 day period allowed for comment from members. If a substantive issue was raised, the Staffing Committee had the right to hold a meeting to discuss the matter. It was agreed that this new approach would take effect immediately.

JM

ID/CMT

Following a discussion, the Staffing Committee agreed to:

- (i) note the report.

7. **DISCIPLINARY POLICIES**

Mrs Marinelli referred to the summary report and to supporting documentation relating to the above. Mrs Marinelli introduced the draft policy and referred to a number of matters. It was agreed to examine the existing draft (emailed copy) and to refer to the 'notes for proposed changes - June 2008'.

During the course of this exercise the Committee agreed a number of amendments to the draft policy.

JM

Mrs Marinelli agreed to send the amended draft to members within one week with a request for any comments within 3 days of receipt of the draft. Thereafter, the policy would be approved by paper procedure.

At this point Mr R Paterson left the meeting.

ITEM**ACTION**

Standing orders were suspended.

8. **GRIEVANCE POLICY**

Mrs Marinelli referred to the summary report and to supporting documentation relating to the above. She stated that no progress had been made and agreed that the chair's comments on the original draft had not been included in the papers.

Mr Hyslop stated that he would place the draft policy on the agenda of the LJNC as a 'working draft'.

Mr Thomson agreed to email Mr Wilson to ask for comments on the original draft. It was also agreed to add Mr Ashton's comments to the new draft policy.

CMT

Ms Shelton expressed her concern at the poor level of communication experienced over these policy matters and asked that improvements be made for next session's activities. She requested that a protocol for policy drafting and revision be prepared to facilitate and quicken the process.

CMT/JM

Ms Shelton asked that a copy of the Committee remit be provided to members on the 17 June 2008.

CMT

A number of changes were made to the draft policy, but following discussion the policy did not progress to approval.

9. **FACULTY/SECTION BASED CPD ACTIVITY REPORT**

Mr Duncan referred to the summary report and to supporting documentation relating to the above. He stated that over the 2 day period a wide range of activities had been undertaken but that some of these should have taken place at the 'activities' day rather than CPD. He added that in future, the College would take a more directive approach to CPD activities.

Following a discussion the Staffing Committee agreed to:

ITEM**ACTION**

- (i) Commend the Faculties/Sections efforts and endorse the College's plans to further improve the quality of CPD provided.

10. **DATE OF NEXT MEETING**

To be confirmed.

Ms Shelton thanked members for their activities over the session.

Checked	
Dispatched	
Draft Approved (Chair)	
Dispatched (Members)	

Copied to Library	
Copied to Assistant Principals	