

**BOARD OF MANAGEMENT
[STAFFING COMMITTEE]**

Minute of the Meeting of the Staffing Committee held on Wednesday 27 May 2009 at 8.30 am in Room 10, Business School.

PRESENT: A Shelton (Chair), G Hyslop, A Struthers, R Ashton, G Fraser

IN ATTENDANCE: E Proudfoot, I Duncan, J Marinelli, C M Thomson (Secretary to the Board)

ITEM

ACTION

1. **APOLOGIES**

Ken McKie, R Gillespie.

2. **DECLARATION OF INTEREST**

None.

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

The minute of the meeting held on 11 March 2009 was approved, subject to minor amendment.

ITEM**ACTION****Matters Arising****Benchmarking**

Mr Hyslop stated that Mr Duncan and Ms Marinelli would prepare a report which compared Langside College's data with other colleges to identify possible trends in HR practice. This would be provided following full reports from the other colleges in the benchmarking club; and

ID/JM

Action Point Reminder

Ms Shelton commended the use of the action point reminder.

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

Mr Duncan referred to the summary report and supporting documentation relating to the above. He summarised the two main issues which were the unfavourable comparison with the full year figures for 2007 and 2008 and the higher absence rates for support staff in the current year to date.

During the course of discussion it was observed that lecturing staff are likely to be able to work around an illness, unlike the ability of support staff to do so. It was also noted that the College data was below the target rate of 5% and that close monitoring of the data will continue.

JM

Following a full discussion, the Staffing Committee agreed to:

- (i) note the report.

It was also agreed to provide clarification on categories/headings in the report, to be circulated to members.

5. **VACANCIES REPORT FROM 19 NOVEMBER 2008 TO 11 MARCH 2009**

Mr Duncan referred to the summary report and supporting

ITEM**ACTION**

documentation relating to the above. He stated that the report advised members of action taken to fill new and replacement posts since March 2009. He added that posts were filled timeously.

JM

Mr Hyslop stated that each new post was robustly examined prior to approval and that he would welcome questions from members on the funding for any post, as there was a variety of funding sources involved. It was agreed that funding of posts would be included in future discussions.

Discussion took place on advertising and it was agreed to amend the Vacancies Report to include how/where posts are advertised and how they are filled - ie, internally or externally.

Following a discussion, the Staffing Committee agreed to:

- (i) note the report.

6. **BENCHMARKING REPORT**

Mr Duncan referred to the summary report and supporting documentation relating to the above. He stated that the College had undergone a re-recognition assessment for Investors in People and received a very favourable report. There were a number of issues which the College had identified as areas of special interest including the impact of the new build, the new structure of LDT and the SMT.

Mr Hyslop advised members that Langside was the first college to commit to IIP and the first to gain re-recognition for assessment and to the focus on people. He stated that this report was the bedrock of HR in the College. During discussion a number of issues were raised including relationships between lecturing and support staff and the use of this success as a motivational or PR tool.

Following a full discussion, the Staffing Committee agreed to:

- (i) note the report; and

ITEM**ACTION**

- (ii) request that the proposed changes to the benchmarking process are pursued.

7. **CPD CONFERENCE REPORT**

Mr Duncan referred to the summary report and supporting documentation relating to the above. He stated that there was a strong correlation between CPD and the IIP report. He highlighted a number of issues regarding the CPD conference including the more directive approach to CPD by the College, the focus on teaching and learning and the feedback from support staff with regard to CPD requests.

Mr Duncan also commended Mrs Adams for the work done and other usefulness of the report.

Mr Hyslop referred to the keynote address on *Curriculum for Excellence* which he delivered. He emphasised the importance of introducing all staff to its key elements and to the significance of this initiative that will have impact throughout Scotland.

It was observed that it was important to strike the right balance in a programme of CPD which took account of the needs of the College and the views expressed by staff regarding their choices for CPD.

Mr Duncan assured members that Mrs Adams would review each programme and related feedback and would use this to build upon for next year's CPD Conference.

Ms Shelton commended Mrs Adams for her work.

Following a discussion, the Staffing Committee agreed to:

- (i) note the report.

ITEM**ACTION****8. LANGSIDE JOINT NEGOTIATING COMMITTEE****(i) Minute of Lecturing Staff meeting held on 3/11/08**

Noted;

(ii) Minute of Lecturing Staff meeting held on 12/01/09

Noted; and

(iii) Minute of Support Staff Meeting held on 14/5/09

Minute to follow. Mr Hyslop stated that he was pleased to report that the LJNC (Support) had been re-invigorated and that the first meeting had been very successful. He stated that the draft minute would be circulated to members.

CMT

Mr Hyslop referred to the LJNC Lecturing Staff minute and stated that agreement had been reached on three areas for discussion in relation to RoSCo and staff governance. These were: TQFE; TU Learning Reps and GTC registration.

A discussion took place on the issues of TU Learning Reps and it was suggested that CPD needs in the College appear to be satisfied by the annual CPD Conference and that this may explain the lack of enthusiasm for such positions. Mr Hyslop stated that the TU Branch noted the last research paper on this issue from TU HQ.

Ms Shelton raised the issue of staff concerns about moving to the new build and Mr Hyslop stated that while staff had been fully engaged and consulted on all matters some concerns had been expressed about the new physical environment, such as glass walls and a lack of privacy. Mr Ashton added that there were some concerns about storage and space.

ITEM**ACTION****DATE OF NEXT MEETING**

9.

To be arranged.

<u>Checked</u>	
<u>Dispatched</u>	
<u>Draft Approved (Chair)</u>	
<u>Dispatched (Members)</u>	

<u>Copied to Library</u>	
<u>Copied to Assistant Principals</u>	

CMT/MW/STF2705M
 29 May 2009
 Amended 11 August 2009/HB
 Amended 21 August 2009/HB
 Amended 23/09/09/MW