

Minutes of the Meeting of the Personnel Sub Committee
16th June 2010

Present: Mrs M Lippard (in the chair)
Mrs L James
Mr J Dewar
Mr B Davies

Sickness Absence Reports 1st August 2009 to 31st May 2010

Members considered the sickness absence reports covering the period 1st August 2009 to 31st May 2010. It was noted that the average working days lost for the period was 3.19 compared to 4.10 days for the same period the previous year.

Flexible Working Policy

Andrew Jarvis, Clerk to the Governors presented the Flexible Working Policy which forms part of the College's commitment to the health and well being of staff. The Committee were informed that it was felt that the promotion of flexible working can increase staff motivation, promote work life balance, reduce employee stress and improve performance and productivity. Following discussions the Committee approved the policy for the implementation as part of the College Personnel Procedures.

Minutes of the Health and Safety Committee meeting held on 25th January 2010

The minutes of the Health and Safety Committee meeting held on 25th January were noted.

Matters Arising

DCELLS Health and Safety Inspection

Members noted that the College had been awarded a 'Good' classification, moving up two classifications since the previous inspection in 2007.

Minutes of the Health and Safety Committee meeting held on 27th April 2010

The minutes of the Health and Safety Committee meeting held on 27th April 2010 were noted.

Outcomes of the Corporate Health Standards Mock Assessment as outlined in the notes of the Working Party meeting held on 20th May 2010

The Committee considered the outcomes of the Corporate Health Standards Mock Assessment as outlined in the notes of the Working Party meeting held on 20th May 2010. It was noted that the mock assessment was an extremely useful exercise and provided a range of minor actions for the working party and the College at large. Members were informed that the full assessment is to take place in November 2010 and that the health and well being measures in place at the College suggested that the

bronze award should be achievable with a number of measures currently in place deemed to be of a silver or gold standard.

Angela Whittock Award for Outstanding Teacher

The Committee considered and approved details of the criteria for the Angela Whittock Award for Outstanding Teacher. Members were informed that nominations had been received and that the judging panel is to meet on 25th June 2010 to determine the successful candidate.

Any Other Business

Legal Services

Andrew Jarvis outlined details of the existing arrangement for the provision of legal advice. The Committee noted that the College is in the process of reviewing its current arrangements taking into account the contract for legal service approved by the Welsh Purchasing Consortium.