

**Minutes of the Meeting of the Personnel Sub Committee**  
**25<sup>th</sup> November 2010**

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

**Minutes of the Health and Safety Committee meeting held on 4<sup>th</sup> November 2010**

The minutes of the Health and Safety Committee meeting held on 4<sup>th</sup> November 2010 were noted.

**Minutes of the Equality and Diversity Forum meeting held on 19<sup>th</sup> January 2010 and 8<sup>th</sup> June 2010**

The minutes of the Equality and Diversity Forum meeting held on 19<sup>th</sup> January 2010 and 8<sup>th</sup> June 2010 were noted.

**Matters Arising**

**Attendance at Equality and Diversity Forum meetings**

Members expressed concern at the non attendance of some representatives of the Equality and Diversity Forum and requested that it be conveyed to those members the importance of attending meetings.

**Annual Equality and Diversity Report 2009/2010**

Members considered the Annual Equality and Diversity Report 2009/2010. Following discussion the Committee approved the annual report subject to minor amendments.

**Health and Safety Policy Statement**

The Committee considered the Health and Safety Policy Statement and noted that the policy formed a baseline and foundation document for health and safety and that more comprehensive procedural arrangements for various health and safety issues were in place. Members agreed the policy statement and requested that in future the document be prepared in Arial 12 and justified.

**Annual Health and Safety Report 1<sup>st</sup> September 2009 to 31<sup>st</sup> August 2010**

Members considered the Annual Health and Safety Report 1<sup>st</sup> September 2009 to 31<sup>st</sup> August 2010 which provided an overview of the health and safety performance of the College for the 2009/2010 academic year. The Committee noted that the report demonstrated the Colleges commitment in working towards excellence in health and safety risk management.

### **Draft Communications Policy**

The Committee considered the draft Communications Policy presented by Andrew Jarvis, Vice Principal (Human Resources and Governance). Following discussions the Committee approved the policy for implementation as part of the College Personnel Procedures/Policies subject to references to the Whistleblowing Policy in respect of anonymous communication and corrections to the numbering of the appendices in the document. Members were informed that clear print guidelines for all College documents is being developed.

### **Promoting Physical Activity Policy**

Andrew Jarvis, Vice Principal (Human Resources and Governance) presented the draft Policy on Promoting Physical Activity. The Committee approved the policy for implementation as part of the College Personnel Procedures/Policies and requested that although the document was being prepared in Arial 12 format it needed to be justified.

### **Draft Guidelines on Nutrition**

The Committee considered and approved the Guidelines on Nutrition which incorporated recommendations from the Food Standards Agency and Health Challenge Wales.

### **Annual Health and Well Being Report 2009/2010**

Members considered the Annual Health and Well Being Report 2009/2010 which identified the College's approach to health improvement by promoting positive health throughout the working life of its staff by encouraging lifestyle changes that will improve health. The Committee approved the report subject to minor amendments.

### **Sickness Absence Reports 1<sup>st</sup> August 2009 to 31<sup>st</sup> July 2010 and Monthly Reports for August, September and October 2010.**

Andrew Jarvis, Vice Principal (Human Resources and Governance) presented the sickness absence reports covering the period 1<sup>st</sup> August 2009 to 31<sup>st</sup> July 2010. It was noted that the average percentage working days lost was 3.10 compared to 3.91 days for the previous academic year. In addition the Committee noted the sickness absence data for August, September and October 2010.

### **College Human Resources Strategy 2010-2013**

Andrew Jarvis, Vice Principal (Human Resources and Governance) presented the Human Resources Strategy 2010-2013 which is a statement of the human resources objectives to be achieved at the College. The Committee considered in detail the policy and approved the document subject to noting that the budget allocation identified in the strategy may need to be reviewed in the future following the outcomes of the public sector spending review.

### **College Whistleblowing Policy**

Members considered the draft College Whistleblowing Policy and following discussions approved the policy for implementation as part of the College Personnel Policies/Procedures subject to a reference in the policy that separate procedures are in place for dealing with allegations against Senior Postholders and moreover the inclusion within the text that managers will maintain confidentiality when dealing with issues brought by an individual(s) under this policy.

### **College Employee Suggestion Scheme**

The Committee considered the draft College Employee Suggestion Scheme which is designed to give every employee the opportunity to make a positive contribution to improve the operation of the College through a suggestion scheme which allows staff to submit original ideas for improvements. Members approved the scheme for implementation as part of the College Personnel Policies/Procedures subject to a reference to the fact that the Committee would consider only those employee suggestions recommended for approval by the Assessment Panel as opposed to all valid suggestions. In addition the Committee recommended that under the suggested list of areas for consideration reference should be made to the area of equality and diversity.