

Minutes of the Meeting of the Personnel Sub Committee
29th June 2011

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

Sickness Absence Reports up to 31st May 2011

Members considered the sickness absence reports covering the period 1st August 2010 to 31st May 2011. It was noted that the average percentage working days lost for the period was 2.87 compared to 3.19 for the same period the previous year.

Minutes of the Health and Safety Committee Meeting held on 4th November 2010

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

Matters Arising

Offensive Weapons Policy

The Committee noted that the revised Offensive Weapons Policy is to be presented to the next meeting of the Personnel Sub Committee.

Minutes of the Health and Safety Committee Meeting held on 18th January 2011

The minutes of the Health and Safety Committee meeting held on 18th January 2011 were noted.

Minutes of the Health and Safety Committee Meeting held on 17th May 2011

The minutes of the Health and Safety Committee meeting held on 17th May 2011 were noted.

Minutes of the Equality and Diversity Forum Meeting held on 18th January 2011

The minutes of the Equality and Diversity Forum meeting held on 18th January 2011 were noted.

Minutes of the Equality and Diversity Forum Meeting held on 8th March 2011

The minutes of the Equality and Diversity Forum meeting held on 8th March 2011 were noted.

Revised Staff Induction Policy and Procedures

The Committee considered in detail the revised Staff Induction Policy and Procedures which incorporated additional information relating to health and safety. Following discussions members approved the document, subject to minor amendments, for implementation as part of the College Personnel Procedures.

Revised Anti Age Discrimination Policy (incorporating Retirement Policy)

Members considered the revised Anti Age Discrimination Policy (incorporating Retirement Policy) which identified the commitment of the College to ensure that all staff are treated fairly irrespective of their age. Following discussions the Committee approved the document, subject to minor amendments, for implementation as part of the College Personnel Procedures.

Maternity Policy

The Committee considered the College Maternity Policy which sets out the statutory rights and responsibilities of employees who are pregnant or have recently given birth together with the arrangements for ante-natal care, pregnancy related illness and maternity leave and pay. Members considered in detail the document and subject to minor amendments, approved the policy for implementation as part of the College Personnel Procedures.

Paternity Policy

Members considered the Paternity Policy which set out the statutory rights and responsibilities of employees who wish to take paternity leave. Following discussions the Committee approved the policy, subject to minor amendments, for implementation as part of the College Personnel Procedures.

Verbal Report of the Vice Principal (Human Resources/Governance) on the Management of Change Policy

The Committee agreed that following the verbal report of the Vice Principal (Human Resource/Governance) further discussions on the Management of Change Policy would take place at the next meeting of the Personnel Committee.

Verbal Report of the Vice Principal (Human Resources/Governance) on Health and Well Being Issues

Members were informed that throughout 2010/2011 the College had held a number of health and well being awareness raising events which had covered issues such as back pain, stress, 'healthy hearts', no smoking, prostate cancer, depression, cancer prevention and the cycle to work scheme.

Verbal Report of the Vice Principal (Human Resources/Governance) on a Revision to the Employee Well Being Policy and Alcohol and Substance Misuse at Work Policy

The Committee agreed that the Employee Well Being Policy and Alcohol and Substance Misuse at Work Policy should be amended so that employees do not consume alcohol during working hours. It was noted that the change was necessary in order to comply with the requirements of the Corporate Health Standards Gold Award.

Any Other Business

Angela Whittock Award for Outstanding Teacher

The Committee were informed that the panel had met on 20th June 2011 and determined that Kelly Watkins, SUCCEED Co-ordinator be awarded the Outstanding Teacher Award for 2010/2011.

Common Contract of Employment

The Committee were informed that discussions on a national agreement for a common contract of employment were ongoing but that, to date, no agreement had been reached.

Pay Award 2011/2012

Members were informed that the unions had accepted the Colegau Cymru recommendation of a pay award freeze for 2011/2012 in line with the same offer made to all public sector workers. It was noted that the pay freeze did not apply to those posts where the full time annual salary equivalent was £21,000 where a pay offer of £250 per annum had been accepted.