

**Minutes of the Meeting of the Personnel Sub Committee**  
**2<sup>nd</sup> December 2009**

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

**Minutes of the Health and Safety Committee meetings held on 1<sup>st</sup> December 2008 and 9<sup>th</sup> March 2009**

The minutes of the Health and Safety Committee meetings held on 1<sup>st</sup> December 2008 and 19<sup>th</sup> March 2009 were noted.

**Matters Arising**

**RIDDOR System for Staff and Students**

The Committee noted that the issue of promptness of reporting to RIDDOR has been raised with the Heads of Department and a cross college message has been forwarded to all staff.

**Minutes of the Equality and Diversity Forum meetings held on 3<sup>rd</sup> November 2009 and 19<sup>th</sup> May 2009**

The minutes of the Equality and Diversity Forum meetings held on 3<sup>rd</sup> November 2009 and 19<sup>th</sup> May 2009 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.

**Equality and Diversity Training**

The Committee emphasised the importance of Equality and Diversity training for all staff and noted the suggestion that an officer from Rhondda Cynon Taff County Borough Council would be available to assist in providing training on equality and diversity if required.

**Annual Equality and Diversity Report (2008/2009)**

Members considered the Annual Equality and Diversity Report (2008/2009) and noted that the area of equality and diversity was continuing to develop and strengthen with the College. The Committee requested that in future the annual report contain an executive summary.

## **College Single Equality Scheme**

The Committee considered in detail the College Single Equality Scheme and approved the Scheme for implementation subject to the individual action plans for 2009/2010 containing specific dates for completion.

## **Summary Report on issues relating to Health and Well Being**

Members noted the summary report on issues relating to health and well being and were pleased with the progress made in working towards the Corporate Health Standards Bronze Award. The Committee requested that an annual report on health and well being be prepared on an ongoing basis.

## **Health and Safety Statement Policy**

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 2008 to 31<sup>st</sup> August 2009**

Members considered the Annual Health and Safety Report 1<sup>st</sup> September 2008 to 31<sup>st</sup> August 2009 which provided an overview of the health and safety performance of the College for the 2008/2009 academic year. The Committee noted that the report demonstrated the College's commitment in working towards excellence in health and safety risk management. In this report the Committee were pleased that a recent DCELLS review had resulted in an increased grade of 'Good' being awarded to the College which in turn means that DCELLS would not review the College for a further 4 years.

## **Management of College Policy**

Andrew Jarvis, Clerk to the Governors presented the Management of Change Policy together with the views expressed by Unison and AMIE and comments made by UCU. The Committee agreed that Andrew Jarvis continue to consult with the unions on the points raised by them and report back to the next meeting of the Personnel Sub Committee any changes agreed as a result of the consultation process.

## **Sickness Absence Reports 1<sup>st</sup> August 2008 to 31<sup>st</sup> July 2009 and Monthly Reports for August, September and October 2009**

Members considered the sickness absence reports 1<sup>st</sup> August 2008 to 31<sup>st</sup> July 2009 and monthly reports for August, September and October 2009 with reference to the AOC Survey on Sickness Absence in FE Colleges (2008/2009). The Committee noted that the sickness absence levels at the College were below the average rate identified in the survey.

### **AOC Survey on Sickness Absence in Further Education Colleges 2008/2009**

The Committee noted the findings of the AOC Survey on Sickness Absence in Further Education Colleges 2008/2009.

### **College Human Resources Strategy 2009 - 2011**

Andrew Jarvis, Clerk to the Governors presented the Human Resources Strategy 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 minor corrections to the dates and the inclusion of an action on workplace/succession planning.