

Minutes of the Meeting of the Personnel Sub Committee
17th June 2009

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

Presentation by Wendy Bowler, Principal Practitioner Workplace Health, Natural Public Health Service for Wales on the Corporate Health Standards Award

Wendy Bowler, Principal Practitioner – Workplace Health outlined the criteria and processes involved in working towards the Corporate Health Standards Award. The Committee noted that the promotion of health in the workplace would lead to a number of benefits including reducing absence related costs, improving productivity, better recruitment, lower employee turnover and an improved working environment. Following discussions members agreed that the College engage in the process of working, in the first instance, towards the Corporate Health Standards Bronze Award.

Employee Wellbeing Policy

The Committee considered the draft Employer Wellbeing policy which is designed to manage the college obligations to maintain the health and wellbeing of all staff. Members approved the policy for implementation and agreed that the policy would form part of the College's commitment to employee health by identifying health promotion initiatives, communicating and training on health issues and making a range of assistance available.

Managing Musculoskeletal Disorders (MSDs) Policy

Members considered the draft Managing Musculoskeletal Disorders (MSDs) Policy which forms part of the College's commitment to the health and wellbeing of staff. The Committee noted that the aim of the policy was to prevent musculoskeletal disorders at work by informing all staff of the systems in place for the prevention and treatment of MSDs and moreover to identify MSDs through the risk assessment process. Following discussions the Committee approved the policy for implementation as part of the College Personnel Procedures.

Substance Misuse at Work Policy

The Committee considered the Substance Misuse at Work Policy which sets out the College's position on drugs, alcohol and substances and the measures it will take to address the issues arising there from. Members noted that the policy is also intended to raise awareness of substance misuse issues and to foster a culture in which misuse is treated as a health problem in a climate of care and support to enable employees to come forward for assistance and to receive assistance in a confidential and non judgemental manner. The Committee approved the policy for implementation as part of

the College Personnel Procedures subject to paragraph 2.4 being amended to read 'Employees must not consume alcohol prior to starting work, at lunchtime or whilst at work'. Members recognised that the amendment was necessary as it demonstrated the College's commitment to achieving the Corporate Health Standards Award.

Annual Health and Safety Report 1st September 2007 to 31st August 2008

The Committee considered in detail the Annual Health and Safety Report 1st September 2007 to 31st August 2008 which provided an overview of the health and safety performance of the College for the 2007/2008 academic year. It was noted that the annual report for 2008/2009 would be presented to the Autumn meeting of the Committee and that future reports would include reference to the work carried out on health surveillance.

Sickness Absence Reports up to 8th May 2009 and 4th June 2009

Members considered details of the sickness absence reports up to 8th May 2009 and 4th June 2009. The Committee were informed that Heads of Department had received training on absence management and receive regular sickness absence reports for their respective areas of responsibility. It was noted that the average percentage working days lost from 1st August 2008 to 4th June 2009 was 4.10 days which remained below public service comparators. Members agreed that a report on the breakdown of the reason for absences should be presented at the next meeting of the Committee.

Verbal Report of the Clerk to the Governors on Equality and Diversity Issues

Andrew Jarvis, Clerk to the Governors outlined details of the equality and diversity issues covered since the previous meeting of the Committee in December 2008. The Committee noted that the Equality and Diversity Forum had met on 21st January 2009, 10th March 2009 and 19th May 2009 and discussed a range of issues including the development of a Single Equality Scheme.

In addition a joint Health Living and Equality and Diversity event involving staff and students was held on 18th March 2009.

Amendments to the College Disciplinary Procedures as a consequence of the ACAS Code of Practice – Disciplinary and Grievance Procedures

The Committee agreed that the College Disciplinary Procedures be amended to include the changes identified in the new ACAS Code of Practice – Disciplinary and Grievance Procedures.

Draft Management of Change Policy and Procedure

Members discussed the draft Management of Change Policy and Procedure and agreed that the College consider incorporating further measures to manage change.

Minutes of the Health and Safety Committee meetings held on 1st December 2008 and 19th March 2009

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

Executive Summary Report prepared by Anthony Matthews, HR Project Manager on Occupational Stress Management

Members considered the Executive Summary Report on Occupational Stress Management. The Committee were informed that the report was a summary of the work conducted by the College in relation to the management of occupational stress using the Health and Safety Executive's Stress Management Standards. It was pointed out that the objective of the exercise is to develop a robust action plan, detailing appropriate management interventions to address occupational stressors at the College. The Committee expressed their appreciation for the work undertaken on the management of stress and confirmed that they were satisfied with the approach taken and subsequent action plan identified.

WAG Information and Advice Document on Swine Flu

The Committee noted the WAG Information and Advice Document on Swine Flu and were informed that the Principal has asked the College Health and Safety Officer to work with the advice in order to develop guidelines and emergency procedures based on our current Asia Flu planning in order to address this issue.

Any Other Business

Proposed Ballet for Strike Action

The Principal informed the Committee that the teaching union UCU had indicated that they were proposing balloting their members on strike action which was planned for 27th August 2009. Members noted that the Principal had circulated information to all staff on the WAG funding proposals for 2009/2010 together with the College proposals to tackle the funding shortfall which included the need to introduce 50 minute sessions and other measures in order to avoid a potential redundancy situation.

Instructor Appointments

The Committee were informed that the College is currently reviewing the role and responsibilities relating to the supervisory aspect of workshop activities which may involve the appointment of instructors in the future to carry out certain workshop roles/responsibilities particularly to meet the requirements of the new Pathways to Apprenticeship scheme