

**PERSONNEL COMMITTEE
CHAIR'S ANNUAL REPORT 2007/08**

1. **Introduction**

This annual report seeks to provide members of Corporation with a summary of the work carried out on their behalf by members of the Personnel Committee during the period 1 August 2007 to 31 July 2008.

2. **Committee Terms of Reference**

These are set out on page 22 of Corporation standing orders. In essence the committee monitored, reviewed and advised Corporation on all strategic issues of employment of staff, to enable the effective and efficient use of human resources, and in recognition of the fact that the Principal has the delegated responsibility for staffing matters other than those relating to Senior Post Holders.

3. **Meetings Scheduled for Period**

The Personnel Committee met on three occasions to consider work relating to the period 1 August 2007 to 31 July 2008 namely:

Monday 12 November 2007

Monday 4 February 2008

Monday 9 June 2008

4. **Committee Membership**

Evelyn Hicks	Member of Corporation (Attendance rate 100%)
Kevin Howes	Chair/Member of Corporation (Attendance rate 100%)
Jane Hore	Member of Corporation (Attendance rate 67%)
Sheila Keenan	Member of Corporation (Attendance rate 100%)
Bob Mee	Member of Corporation (Attendance rate 67%)
Gwen Parsons	Principal/Member of Corporation (Attendance rate 100%)
Bob Russell	Member of Corporation (Attendance rate 67%)

In Attendance

Teresa Miller	Vice-Principal Finance and Resources (Attendance rate 67%)
James Myhill	Human Resources Manager (Attendance rate 100%)
Charles Reynolds	Clerk to the Corporation (Attendance rate 67%)

5. **Review of Committee Activity**

- a During the year members reviewed the following:
- Staff monitoring report.
 - Progress in delivering the action plan resulting from the HR internal audit report (at each meeting).
 - Staff training and development plans.
 - Staff Survey.
 - Equality and Diversity
 - Investors in People accreditation.
 - HR performance indicators.
 - Committee terms of reference.
 - Job evaluation of support staff.
 - Teacher training update
 - Changes in employment law.

- b College Policies and Procedures:
In line with the Instruments and Articles of Government which states that the Principal has delegated responsibility for staffing matters other than senior post holders, the monitoring and reviewing of all policies and procedures has been carried out by the principalship and relevant management team with a annual report, focussed on the delivery of the HR Strategy, being presented to Corporation.
- c Confidential items reviewed during the year for recommendation to Corporation:
 - There were no items of confidentiality.
- d Review of committee effectiveness:
At the meeting held on 10 November 2008 members of the committee reviewed their effectiveness over the year as part of the process of self-assessment carried out by Corporation.

6. **Summary**

The Personnel Committee has undertaken a range of activities during the academic year. It has closely monitored the implementation of the action plan developed in response to the internal audit report on Human Resource Management in the College. The outcome of the most recent internal audit HR report, which was received in March 2008, was one of 'adequate assurance' and continues to reflect the improvements to College systems and controls that have been successfully implemented. Whilst these improvements have been made the aim must now be to continue this process and move towards a situation of 'substantial assurance' when the next HR audit is carried out.

Kevin Howes
Chair - Personnel Committee