

**PERSONNEL COMMITTEE  
CHAIR'S ANNUAL REPORT 2008/09**

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 2008 to 31 July 2009.

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 2008 to 31 July 2009 namely:

Monday 10 November 2008

Monday 9 February 2009

Monday 15 June 2009

4. **Committee Membership**

Evelyn Hicks	Member of Corporation (Attendance rate 33%)
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 (From February. Attendance rate 50%)
Gwen Parsons	Principal/Member of Corporation (From February. Attendance rate 100%)
Bob Russell	Member of Corporation (Attendance rate 100%)
Ashley Reynolds	Co-opted Committee Member (From June. Attendance rate 100%)

**In Attendance**

Teresa Miller	Vice-Principal Corporate Services (Attendance rate 67%)
Ros Pugh	Acting Principal (November only. Attendance rate 100%)
James Myhill	Human Resources Manager (Attendance rate 100%)
Ruth Harrison	Head of Quality and Workforce Development (Attendance rate 100%)
Charles Reynolds	Clerk to the Corporation (Attendance rate 100%)

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.
  - Strategic Planning HR performance indicators.

- Independent Safeguarding Authority.
  - Review of Committee effectiveness.
  - Teacher training update
  - Workforce Development Plan
  - 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 15 June 2009 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 February 2009, 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**