PERSONNEL COMMITTEE
CHAIR'S ANNUAL REPORT 2009/10

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 2009 to 31 July 2010.

2. **Committee Terms of Reference**

These are set out on page 22 of Corporation standing orders (pre revised standing orders agreed October 2010). 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 2009 to 31 July 2010 namely:
Monday 9 November 2009
Monday 8 February 2010
Monday 14 June 2010

4. **Committee Membership**

Evelyn Hicks	Member of Corporation (Attendance rate 100%)
Kevin Howes	Chair/Member of Corporation (Attendance rate 100%)
Alastiar King	Member of Corporation (Attendance rate 100% - 1 meeting only in November as part of the induction programme.)
Bob Mee	Member of Corporation (Attendance rate 100%)
Gwen Parsons	Principal/Member of Corporation (Attendance rate 67%)
Ashley Reynolds	Co-opted Committee Member (Attendance rate 100%)

In Attendance

Teresa Miller	Vice-Principal Corporate Services (November and February) and Acting Principal (June). (Attendance rate 67%)
James Myhill	Head of Human Resources (Attendance rate 100%)
Ruth Harrison	Assistant Principal Quality Improvement and Learner Services (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 key performance targets and indicators.
- Independent Safeguarding Authority.
- Stress Management
- Review of Committee effectiveness.
- Teacher training update
- Workforce Development Plan
- Changes in employment law.
- Legal updates

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 was one confidential matter relating to staffing which was dealt with at the November meeting.

d Review of committee effectiveness:
At the meeting held on 14 June 2010 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 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 is due to be received and reviewed by Audit Committee in September, is believed to have an outcome of 'Substantial Assurance' which will continue 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 maintain this situation of 'substantial assurance' when the next HR audit is carried out.

Kevin Howes
Chair - Personnel Committee

***** The outcome of the HR Internal Audit report was confirmed as providing Substantial Assurance.