

## STAFF COMMITTEE

The next meeting of the Staff Committee will be held on Monday, 7 November 2011 at 4.30 pm, in the Fishbourne and Bosham Rooms

### A G E N D A

1. Apologies for Absence
2. Declarations of Interest  

Committee Members are reminded that they have a personal responsibility to declare any interests they may have in items under discussion and to know that they may be required to withdraw from the meeting during such discussions.
3. Minutes
  - a) To confirm the minutes of the meeting held on Monday, 3 October 2011. (White)
  - b) A schedule setting out progress on actions agreed at the last meeting of the Committee is attached for information. (Green)
  - c) Other Matters Arising.
4. Capital Plans Update  

Julie Sleeman will give a presentation to update the Committee on the capital plans for the Brinsbury and Chichester campuses.
5. Staff Monitoring Reports 2010 - 11  

The Staff Monitoring Reports for 2010 - 11 are circulated for discussion to be led by Shelagh Legrave. (Grey)

Members are reminded that they have a personal responsibility to declare any interests they may have in items under discussion and to withdraw from the meeting during such discussions. To enable business to be conducted expeditiously it will be assumed that Members have read all papers presented with the Agenda. To further this aim Members are encouraged to seek clarification or additional information where necessary via the Clerk in advance of the Meeting.

6. Item raised by Staff Representatives

The following item was raised at the Staff Representatives Lunch.

ePayslips

A proposal to introduce ePayslips is circulated for consultation. Staff Representatives are asked to canvass the views of their constituents on the proposal for feedback at the meeting.

(Yellow)

7. Communication Working Group

Elisabeth Edney will report on recommendations from the Communication Working Group.

8. Document Management

Julie Sleeman will introduce planned developments to document management systems.

9. Staff Governor Reports

Staff Governors, Christian Notley and Dave McCall will present their termly report.

10. Staff Committee Annual Business Plan

A draft annual business plan is circulated for consideration. It is based upon known items of business that will normally occur during the year. Catherine Vinall will report.

(Blue)

11. Date of Next Meeting

Monday, 30 January 2012 at 4.30 pm, in the Fishbourne and Bosham Rooms.

12. Any Other Business

To consider any other items of business which have been notified to the Clerk of the Governing Body in advance of the meeting.

13. Review of the Business of the Meeting

Members of the Committee are invited to consider whether any items of business before the meeting might have been dealt with in a different or more appropriate manner.