
MINUTES OF THE FIFTY FOURTH MEETING OF THE STAFFING COMMITTEE OF THE GOVERNING BODY OF THE NORTH WEST REGIONAL COLLEGE HELD IN THE BOARDROOM, LIMAVADY CAMPUS, ON TUESDAY, 13 FEBRUARY 2018 @ 1700.

PRESENT: Mrs C McFarland (Chair)
Mr S Atcheson
Mrs R Dougherty
Dr N Hand
Mr L Murphy (Principal & Chief Executive)
Mr P Laughlin

IN ATTENDANCE: Mrs K Duffy (Director of HR & Learner Services)
Mrs É Doherty (Governance Secretary)

The Chair welcomed everyone to the meeting and declared the meeting open.

54.1 APOLOGIES

Apologies were received from Mr M Cooper.

54.2 CONFLICT OF INTEREST DECLARATIONS/DECLARATIONS OF AOB

There were no conflict of interest declarations. There were no declarations of any other business.

54.3 MINUTES OF THE MEETING HELD ON 8 NOVEMBER 2017

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Draft Minutes of the Staffing Committee meeting held on 8 November 2017.

It was agreed the Minutes were a true and accurate record of the meeting.

PROPOSED; Mrs R Dougherty

SECONDED; Mr S Atcheson

54.3.1 MATTERS ARISING – November 2017 Committee Meeting

53.3.1 **Matters Arising - Chair's Business** – Recognising and acknowledging staff Updates to come through the Committee
Update: this item to be taken under the update for IIP.

53.5 **Management Report**

Salary request for an increased starting salary.

Request for a career break extension.

Update: Both requests approved by the Governing Body at their meeting held on 15 November 2017.

Request for a career break.

Request for extension to sick pay due to exceptional circumstances

Update: Both items approved by the Governing Body at their meeting held on 15 November 2017.

Appraisals – the Director to provide a report on the effectiveness of appraisals to the next Committee meeting.

Update: Report included in Management Report Feb 2018 (item 5)

Compliance Officer – Business Case to be brought to the Committee for consideration.

Update: Further consideration to be given to the item at the next Committee meeting.

54.4 CHAIR'S BUSINESS

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

Report 1 – Staffing Committee, Terms of Reference

Report 2 – Delegation of Authority Policy

The Chair brought members through the proposed amendments to the Terms of Reference. The Principal noted that once the new reporting format to the Department is introduced the Terms of Reference may need to be reviewed again.

Members were content to recommend approval of the Committee's Terms of Reference to the Governing Body.

PROPOSED; Mr S Atcheson

SECONDED; Mr P Laughlin

Members were content with the amendments to the Delegation of Authority Policy and recommended approval to the Governing Body.

PROPOSED; Mrs R Dougherty

SECONDED; Dr N Hand

54.5 HR SERVICES MANAGEMENT REPORT; Mrs K Duffy, Director of HR & Learner Services

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

Paper SC 54.5	HR Services Management Report
Report 1	Recruitment Update Report
Report 2	Appointments & Leavers Report
Report 4	HR Operational Plan 2017-18
Report 5	Staff Development Programme, Semester 2, Teaching Staff
Report 5.1	Staff Development Programme, Semester 2, Support Staff

➤ TABLED TO ALL MEMBERS

Report 7 Safeguarding – tabled

➤ VERBAL REPORTS

Report 3 Legal Cases

Report 6 IIP - Verbal

The Chair invited The Director of HR & Learner Services to present her report to members. The Director highlighted the following within her report: -

Recruitment Update Report – Report 1

The Director reported there has been a number of factors that have impacted on the efficiency of the recruitment and selection processes. To help alleviate the issue of unavailability of panel members HR Services plan to screen and select beyond the shortlisting stage resulting in a reduced number of applicants for interview and reduce the commitment from panel members. A detailed proposal will come to the Committee at a future meeting.

Concerns were noted in relation to the College website in relation to the recruitment section. A recent review of the number of individuals that looked at the College vacancies through the website compared to the resulting number of applicants was significantly below those of other colleges. To widen the catchment HR Services would like to pilot a scheme to allow potential applicants to make applications through their mobiles and upload their CVs. The pilot will run for six months and will be restricted to support posts only.

Members welcomed the initiative and recommended approval to the Governing Body.

Appointments & Leavers Report – Report 2

Members noted the report.

Staffing Issues

The Director provided an update on staffing issues.

17:15 The meeting was paused at this juncture and members left the building as the fire alarm was sounded.

17.20 Members returned to the Boardroom.

A request for a two year career break had been received.

Members recommended approval to the Governing Body of the career break subject to a replacement being in place before the member of staff takes leave.

PROPOSED; Mr S Atcheson

SECONDED: Mr P Laughlin

The Director updated members on the current legal cases.

In respect to Appraisals the Director reported that HR Services had carried out a review of appraisal documentation to ascertain the quality of the returns. The quality of the appraisal documentation varied significantly. The results were disappointing. The Director added that all appraisal documentation received is reviewed by HR Services and feedback is provided to managers and staff development is encouraged.

The Chair requested that future Appraisals statistics periodically include a comparison with the previous year. The Director agreed to this.

The Learning and Teaching Conference took place on 31 January 2018 and feedback from participants was very positive. Support and mentoring continues to be provided by the Learning and Teaching Hub. A total of 97 lesson observations, outside of appraisals were carried out by the team across all Curriculum areas during the academic year 2016-17.

The Director reported that in Semester 1 of this academic year, 37 members of staff enrolled on Academy courses, the courses offered ensures that the Academy provides training that is relevant and responsive to specific needs of staff. Members welcomed this news. As part of Project Based Learning students were involved in the Life Project partnership initiative with Derry City & Strabane District Council. This project focuses on improving air quality in the region.

The Director updated members on the IIP and the agreement at the Strategy Event that the College pursue the IIP Health & Wellbeing Award.

The Director referred to the comparison tables for Sickness, Lost Time Rate data, Teaching 2017/18 showed an increase from August – December 2017 on previous years data. Support staff – Lost Time rate was lower from August – November 2017 than same time in the previous year. For December 2017 there was an increase from 3.8% (2016/17) to 4.5% (2017/18).

Other business discussed included the Director reporting on the Article 55 review which was completed earlier this year. The Equality Commission indicated that this was a comprehensive review of the Colleges' workforce composition and practices and welcomed the College's clear commitment to continued implementation of affirmative action measures designed to increase Protestant applicant rates.

Members noted the HR Services Operational Plan Monitoring Report 2017/18 and the Staff Development Programmes for Semester 2.

The Director also provided an update on safeguarding and noted comments received from the ETI Report following an inspection in November 2017. The comments were very positive in relation to the College's commitment to safeguarding in relation to trainees and apprentices. Positive comments were also received in relation to the roles and responsibilities of staff across the Student Services Team.

The Chair thanked the Director for her report.

54.6 CORRESPONDENCE

There was no correspondence received.

54.7 ANY OTHER BUSINESS

There was no any other business to discuss.

54.8 RESERVED BUSINESS

Reserved Business to be taken separately.

Date of Next Meeting; 1 June 2018

That being the end of College business the Chair thanked everyone for attending and closed this part of the meeting at 18:05.

Signed: _____ **Chair**
Mrs C McFarland

Date: 11 June 2018

APPROVED