
MINUTES OF THE FIFTY FIFTH MEETING OF THE STAFFING COMMITTEE OF THE GOVERNING BODY OF THE NORTH WEST REGIONAL COLLEGE HELD IN THE BOARDROOM, LIMAVADY CAMPUS, ON MONDAY, 11 JUNE 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.

55.1 APOLOGIES

Apologies were received from Mr M Cooper.

55.2 CONFLICT OF INTEREST DECLARATIONS/DECLARATIONS OF AOB

There were no conflict of interest declarations. The Chair indicated there was one item of business to be brought under Any Other Business.

55.3 MINUTES OF THE MEETING HELD ON 13 FEBRUARY 2018

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Draft Minutes of the Staffing Committee meeting held on 13 February 2018.

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

PROPOSED; Mr L Murphy

SECONDED; Mr S Atcheson

55.3.1 MATTERS ARISING – February 2018 Committee Meeting

54.3.1 **Compliance Officer** – to be brought to the next Committee meeting for further discussion

Update: On Agenda for June 2018 Committee Meeting (Ref 55.5, Report 6)

54.4 **Chair's Business**

- To recommend approval of the Committee's Terms of Reference to the Governing Body.
- To recommend the Delegation of Authority Policy to the Governing Body.
Update: Both requests approved by the Governing Body at their meeting held on 6 March 2018.

54.5 **Management Report**

- **Career Break** – to recommend approval to the Governing Body for a Career Break subject to a replacement being in place before the member of staff takes leave.

- **Pilot on Recruitment Initiative** – to recommend approval to the Governing Body.

Update: Both recommendations approved by the Governing Body at their meeting held on 6 March 2018.

Appraisals – future appraisals to include a comparison with the previous years.

Update: The Committee agreed that this can be provided to members in the year end report.

54.4 CHAIR'S BUSINESS

The Chair had no further matters to discuss and invited Mrs K Duffy, Director of HR & Learner Services to present her report to members.

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

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

Paper SC 55.5	HR Services Management Report
Report 1	Recruitment Update Report
Report 2	Appointments & Leavers Report
Report 3	Proposed Staff Development Events 2018/2019 Semester 1
Report 4	Equal Opportunities Report – May 2018
	Fair Employment Monitoring Return – 1 January 2018
Report 5	Safeguarding Report – May 2018
Report 6	Compliance Officer – Job Description

➤ TABLED TO ALL MEMBERS

Legal Cases Update	
Report 7	HR Services Operational Plan Monitoring Report 2017/18

The Director highlighted the following within her report: -

Recruitment Update Report – Report 1

CV's are now being accepted for all support posts in the College. The applicants are then provided with a post specific application form to complete. 109 CV's have been received for specific posts. Further improvements to the College software would be beneficial to allow data from the CV's to populate the College application forms.

A Recruitment Hub will be created to identify potential applicant for posts and support those interested.

Since the last Staffing Committee Meeting a total of 37 recruitment exercises have been completed. The HR Services Team are concerned about meeting the KPI's set in respect of recruitment. It is getting increasingly difficult to get panel members for academic posts. The Director of HR & Learner Services will undertake a piece of work on this and bring recommendations to a future Committee meeting.

Appointments & Leavers Report – Report 2

Members noted the report.

Staffing Issues

Members noted the following that have been approved since the last Committee meeting;

- An application for a Career Break received from a Support Staff member for a two year period to commence as soon as possible.
- An application for a one year Career Break received from a permanent, part time lecturer from 1 September 2018 – 31 August 2019.
- A request for an extension to a Career Break received from an Associate Lecturer for one year from 1 September 2018 to 31 August 2019.

For noting – not approved;

An application received for a one year extension to a Career Break received from a Support Staff member - this request has not been approved due to the need to recruit a post holder for 2018-19.

Request for Permanent lecturing posts – for noting

The Director of HR & Learner Services reported that previously the Governing Body agreed, due to decreasing student numbers and potential reduction in budget, that it was prudent to recruit basic grade posts on a temporary contract only. This included Administrative Officers and Lecturers. In May 2018 the Vice Principal identified the need for permanent posts in the areas of Computing and Health. Due to timescales it was necessary to seek approval for the recruitment of these areas from the Chair of the Staffing Committee.

Continuing her Report the Director provided detail on the tabled report on the current legal cases.

The Academy of Excellence continues to extend its portfolio of courses. The Team are in the process of planning and delivering a week long training course under the Erasmus Programme. This course will examine effective pedagogy with some focus on TEL and Project Based Learning.

Other highlights in the Director's Report included the very successful Project Based Learning Awards held on 24 May 2018. This competition/event was held to recognise the excellence and diversity of Project Based Learning across all curriculum areas and to show-case the creativity and innovation among students. There were 54 projects registered for the awards.

75% of the Staff development planned for 2017/18 had been delivered or is planned prior to 30 June 2018. The College is currently in partnership with the Western Health & Social Care Trust and have hosted a number of events including a Conference on Building Resilience. There has been an increase in attendance at Staff Development activities including, 81% of all staff participated in a staff development activity including Learning and Teaching Workshops this academic year.

Data was provided for Lost Time Rates across the College, year-end figures suggest that in comparison with last year (2016/17), Lost Time Rates for Teaching Staff may increase for 2017/18. For Support Staff, Lost Time Rates may be slightly reduced on rates for 2016/17.

The Director Referred to Report 4, The Equal Opportunities Report (May 2018) and the Fair Employment Monitoring Return (as at 1 January 2018). There has not been a lot of progress, an imbalance still exists in the workforce and in applications from the Protestant community. The Committee discussed the results and it was highlighted that Donegal drew the second largest number of applicants after Derry~Londonderry, but cannot form part of the College's catchment area. Members discussed the Report and the Chair concluded that the Affirmative Action Programme continues to help address the imbalances in the applicant makeup and the workforce.

In continuing her Report the Director of HR & Learner Services referred to the General Data Protection Regulations (GDPR) that came into effect on 25 May 2018. These replace the current Data Protection Act (1998). A GDPR online training module, specific to FE Colleges and updated GDPR Policies and procedures were made available to all staff prior to 25 May 2018.

The Student Services Safeguarding Report to May 2018 was provided to members. The comprehensive Report included the range of issues students brought to the Safeguarding Team. As part of Mental Health Awareness week the 'Here2Help' app was promoted to students. This app has a range of services and supports available to anyone in crisis.

Work continues with IIP, all managers will be required to meet staff and agree actions to meet the obligations identified, giving all staff ownership of the process.

The Director referred to Report 6, the Job Description for a Compliance Officer. Members considered the College employing a Compliance Officer to provide a resource to review current practices and deal with specific concerns to ensure compliance with the many complex legislative frameworks affecting all areas of the College.

Members were content to recommend to the Governing Body the appointment of a Compliance Officer to the College.

PROPOSED; Mrs R Dougherty

SECONDED; Mr S Atcheson

The Director provided members with a brief overview of the HR Services Operational Plan Monitoring Report. The Chair proposed that going forward that the Director provide an overview within her Management Report and report by exception. The Committee will receive the Report annually at the first Committee meeting of the academic year. Members were content with this arrangement.

The Chair thanked the Director for her report.

55.6 SCHEDULE OF MEETINGS 2018/19

Members noted the schedule.

55.7 CORRESPONDENCE

No correspondence was received.

55.8 ANY OTHER BUSINESS

The Director requested the availability of member to serve on a HR related panel.

55.9 RESERVED BUSINESS

Reserved Business to be taken separately.

Date of Next Meeting; 1 October 2018

That being the end of College business the Chair thanked everyone for attending and closed this part of the meeting at 1800.

Signed: _____ **Chair**
Mrs C McFarland

Date: 29 October 2018

APPROVED