
MINUTES OF THE FIFTY EIGHTH MEETING OF THE STAFFING COMMITTEE OF THE GOVERNING BODY OF THE NORTH WEST REGIONAL COLLEGE HELD IN THE BOARDROOM, LIMAVADY CAMPUS COMMENCING 1645.

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

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

The Chair welcomed everyone to the meeting.

58.1 APOLOGIES

Apologies were received from Mr P Laughlin.

58.2 CONFLICT OF INTEREST DECLARATIONS/DECLARATIONS OF ANY OTHER BUSINESS

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

58.3 MINUTES OF THE MEETING HELD ON 29 OCTOBER 2018

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Draft Minutes of the Staffing Committee meeting held on 29 October 2018.

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

PROPOSED; Mrs C McFarland

SECONDED; Mrs R Dougherty

58.3.1 Matters Arising

There were no matters arising from the October 2018 Committee meeting.

58.4 CHAIR'S BUSINESS

The Committee Chair indicated that the position of Vice Chair of the Committee was now vacant. Mrs R Dougherty agreed to take on the role.

PROPOSED; Mrs C McFarland

SECONDED; Dr N Hand

The Committee Chair invited Mrs K Duffy, Director of HR & Learner Services to present her management report.

58.5 HR SERVICES MANAGEMENT REPORT – Mrs K Duffy, Director of HR Learner Services

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Appendix 1 Recruitment Update

Appendix 2 Appointments & Leavers Report

Appendix 3 Staff Development Programme – Semester 2, Feb – June 2019

Appendix 4	Student Services Safeguarding Report September 2018 – January 2019
Appendix 5	HR Services Annual Report 2017/18
Appendix 6	HR Services Operational Plan 2018/19

➤ **TABLED TO ALL MEMBERS**

Appendix 1	Recruitment Update
Appendix 2	Appointments & Leavers Report Legal Cases Update

The Director reported that the new online Recruitment Portal was live and has resulted in an increase in applications. Vacancies have also been advertised on social media, mainly Facebook which is proving to be an effective method of promoting College vacancies and also allows the College to reach large numbers of potential applicants.

The Director referred to the career break applications that had been approved and provided an update on the current legal cases.

Following on, outstanding Staff Appraisals were discussed, no concerns were noted with the support staff. Improvements have been made in the teaching staff outstanding appraisals however Governors expressed concerns in relation to the outstanding appraisals for the Science, Technology and Creative Industries Department.

AGREED ACTION; Matter to be referred to the Head of Department to provide an explanation for the delays and an action plan to address.

The Director reported the Academy of Excellence continues to extend its portfolio of with a further new course, Level 4 Certificate in Understanding ACEs and Building Resilience. The ERASMUS Teaching Training Course was recently launched and there has been a significant amount of interest in it.

Work continues through Project Based Learning (PBL) with over 30 exciting and innovative projects this year. A three day event took place recently in Foyleside Shopping Centre which was a great opportunity for the College to showcase itself and for our students to engage in Project Based Learning.

In reporting the statistics on sickness the Lost Time Rate, Aug – Dec for both academic years 2017/18 and 2018/19 teaching staff percentages had reduced for 2018/19. The Lost Time Rate for support staff had increased for the same period. It was highlighted that long-term sickness was included within the data.

The Director reported the Equality Commission had provided positive feedback on the College's Annual Progress Report in relation to the work undertaken by the College that contributes to the positive outcomes for students, staff and the wider community. The Equality Commission is also liaising with the Sector's Equality Coordinators' Forum on the review of each College's Disability Action Plan. The draft Action Plan will be approved by the Principals' Group.

The Safeguarding Report for September 2018 – January 2019 was presented to members. The Safeguarding Service had received 234 referrals for support from 3 September 2018. There was a range of student concerns, anxiety and depressions are among the most

common issues affecting NWRC students and the Safeguarding Team are continually supporting and working towards the promotion of positive mental health and wellbeing.

The Director provided detail on work being carried out by the newly appointed Compliance Officer/Data Protection Officer.

Members noted the HR Annual Report (2017-2018) and Operational Plan (2018-2019) and the Committee Chair thanked the Director for a well presented, factual report.

58.6 CORRESPONDENCE

There was no correspondence.

58.7 ANY OTHER BUSINESS

There was no matters of any other business.

58.8 RESERVED BUSINESS

Taken separately

Date of Next Meeting; 8 April 2019

That being the end of College business the Chair thanked everyone for attending and closed the meeting at 1720.

SIGNED; _____ **VICE CHAIR**
Mrs R Dougherty

DATE; 8 APRIL 2019