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**MINUTES OF THE FIFTY SIXTH MEETING OF THE STAFFING COMMITTEE OF THE GOVERNING BODY OF THE NORTH WEST REGIONAL COLLEGE HELD IN THE BOARDROOM, LIMAVADY CAMPUS @ 1700.**

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

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

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

**56.1 APOLOGIES**

Apologies were received from Mr S Atcheson, Mr M Cooper, Mr P Laughlin and Dr N Hand. The Committee wished to record their condolences to Mr P Laughlin on the recent passing of his mother.

The Committee wished to note their thanks to members Mr S Atcheson and Mr M Cooper who would be shortly completing their term of office as Governors. Tribute was paid to them for their support and commitment to the Staffing Committee.

**56.2 CONFLICT OF INTEREST DECLARATIONS/DECLARATIONS OF AOB**

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

**56.3 MINUTES OF THE MEETING HELD ON 11 JUNE 2018**

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Draft Minutes of the Staffing Committee meeting held on 11 June 2018.

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

**PROPOSED;** Mrs R Dougherty

**SECONDED;** Mr L Murphy

**56.3.1 MATTERS ARISING – June 2018 Committee Meeting**

**55.5 Management Report – June 2018 meeting**

**Recruitment** – difficulty in getting panel members for academic posts

**Action:** Proposal to come to a future Committee.

**Update:** The Director of HR & Learner Services reported that due to plans for Shared Services it would not be appropriate to increase the cost of recruitment based on HR staffing.

To recommend to the Governing Body the appointment of a Compliance Officer

**Update:** Approved by the Governing Body at their meeting held on 20 June 2018.

**HR Services Operational Plan/Monitoring Report** - This Report will come annually to the Committee. The Director will report by exception within the Management Report.

**Update;** Annual Report to come to the Committee in February 2019.

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**56.4 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.

**56.5 HR SERVICES MANAGEMENT REPORT; Mrs K Duffy, Director of HR & Learner Services****➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Paper SC 56.5	HR Services Management Report
Appendix 1	Recruitment Update Report
Appendix 2	Appointments & Leavers Report
Appendix 4	Staff Development Plan 2018-2019
Appendix 5	Section 75, Equality Progress Report – April 2017 – March 2018
Appendix 6	Safeguarding Report – September 2018
Appendix 7	IIP Update

**➤ TABLED TO ALL MEMBERS**

Appendix 1	Recruitment Report – update
Appendix 2	Appointments & Leavers Report - update
Legal Cases Update	

As this meeting had been rescheduled the HR Director tabled updates of Appendix 1 and 2. The Director reported that a new online Recruitment Portal will be introduced in November 2018. Application forms will be online making it easier for applicants to apply for posts in the College. Applicants can also create a profile on the online portal identifying the areas of work they are interested in. If an area they are interested in is advertised they will receive an alert to apply. It is hoped this will replace the CV process.

The Sector is part of a public sector Shared Service Programme and efficiencies have to be made. The Sector will continue to work collaboratively to maximise efficiencies within HR.

Members noted career break applications, and a request for unpaid leave that had been managed in accordance with the Delegation of Authority Policy. The Director provided an update on the current legal cases.

The Director highlighted the Staff Development Plan 2018-19, the Health & Wellbeing Programme for 2018/19 which is currently being developed with a variety of activities. In reference to the Sector Absence Statistics August 2017- July 2018 the College is fifth out of six Colleges with the second highest percentage total days lost/no of staff. The Chair indicated that the sickness levels were being managed within the policy.

Members noted the Annual Progress Report Section 75 NI Act 1998 for April 2017- March 2018. This Report will now proceed to the Governing Body meeting for signing off by the Governing Body Chair and Principal.

Several policies and procedures had been approved by the Leadership and Management Team as a result of GDPR. Members received the Student Services Safeguarding Report 2018 which outlined the work of the Safeguarding Team.

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In continuing her Report the Director stated that a further phase of the Sector VES had become available. Applications were invited from staff from 1 October 2018.  
In reference to IIP, IIP themes and standards have been drawn up. Action plans have been developed and they will be reviewed quarterly.  
In concluding her report the Director referred to the recent data breach, the ICO have considered the information and decided that no further action was necessary.

The Chair thanked the Director of HR & Learner Services for her report.

**56.6 CORRESPONDENCE**

No correspondence was received.

**56.7 ANY OTHER BUSINESS**

There was no any other business to discuss.

**56.8 RESERVED BUSINESS**

Reserved Business to be taken separately.

**Date of Next Meeting: 11 February 2019**

That being the end of College business the Chair thanked everyone for attending and closed this part of the meeting at 1730.

Signed; \_\_\_\_\_ Chair  
Mrs C McFarland

**Date: 11 February 2019**