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**MINUTES OF THE FORTY FOURTH MEETING OF THE STAFFING COMMITTEE OF THE GOVERNING BODY OF THE NORTH WEST REGIONAL COLLEGE HELD IN THE TOWER BOARDROOM, STRAND ROAD CAMPUS ON WEDNESDAY 10 FEBRUARY 2016 @ 17:00.**

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**PRESENT:** Mrs C McFarland (Chair)  
Mr M Agnew  
Mr S Atcheson  
Mr P Laughlin  
Mr L Murphy (Principal & Chief Executive)

**IN ATTENDANCE:** Mrs K Duffy (Director of HR & Administration)  
Mr W Laverty (Change Manger)  
Mrs É Doherty (Governance Secretary)

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**44.1 APOLOGIES**

There were no apologies.

**44.2 CONFLICT OF INTEREST DECLARATIONS/DECLARATIONS OF AOB**

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

**44.3 MINUTES OF THE MEETING HELD ON 20 OCTOBER 2015**

It was taken that the Minutes were read and were an accurate record the meeting.

**PROPOSED;** Mr M Agnew

**SECONDED;** Mr S Atcheson

**44.3.1 MATTERS ARISING**

**44.5.4 Appraisals** – An update on the Appraisals will be prepared for the next meeting.

**Action;** Within Management report (44.5)

*Mrs K Duffy and Mr W Laverty left the meeting at this juncture.*

**44.3.2 MINUTES OF RESERVED BUSINESS MEETING HELD ON 20 OCTOBER 2015- tabled**

It was taken that the Minutes were read and were an accurate record the meeting.

**PROPOSED;** Mr M Agnew

**SECONDED:** Mr P Laughlin

**MATTERS ARISING**

There were no matters arising.

*Mrs K Duffy and Mr W Laverty returned to the meeting.*

**44.4 CHAIR'S BUSINESS**

The Chair indicated she would take item 44.4.2 first.

**44.4.2 Proposed Paper for Delegation of Authority Policy – Paper SC 44.4.2**

The Chair reported that an agreed action from the Governing Body, Reserved Business Meeting on 25 November 2015 was for a Policy to be drawn up to delegate authority to management. This would be used in specific circumstances where an issue has been raised between meeting dates and a decision is required in advance of the next Staffing Committee.

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**AGREED ACTION; It was proposed to recommend to the Governing Body approval of the Delegation of Authority Policy**

**PROPOSED** ; Mr L Murphy

**SECONDED**; Mr M Agnew

**44.4.1 Review of Committee's Terms of Reference – Paper SC 44.4.1**

The Chair reported that it would now be necessary to amend, when approved by the Governing Body the Terms of Reference to include the Delegation of Authority Policy.

The Chair reported she would like to include a Preface within the Terms of Reference to include the overarching role of the Committee.

**AGREED ACTIONS;**

- **Terms of Reference to be amended and presented for approval at a Governing Body meeting.**
- **The Director of HR & Learner Services and the Chair to draft a Preface for including into the Terms of Reference and present at the next Staffing Committee meeting.**

**44.5 HR SERVICES MANAGEMENT REPORT; Mrs K Duffy (Ref Paper SC 44.5)**

In presenting the HR Services Management Report the Director noted the following:-

**1. Recruitment and Selection Update – Appendix 1**

A total of 28 recruitment exercises had been completed since the October 2015 Staffing Committee Meeting. The Director referred to the appendix highlighting the posts where there was difficulty in recruiting.

**2. Appointments & Leavers –Appendix 2.**

The Director indicated that the Leavers section within the Appendix was unusually lengthy, this included staff that had or will leave under the VES.

**3. Staffing Issues**

No issues to report.

**4. Legal Case**

No cases to report.

**5. Appraisals**

The Director took members through the report providing an update on both academic and non-teaching staff outstanding appraisals since the report was issued. The Chair acknowledged the focus to clear the outstanding appraisals, however concern remains that some appraisals were outstanding for some time.

**Agreed Action: The Director to raise the issue with the Director or Curriculum.**

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**6 Staff Development – Appendix 3**

The Director reported the 2015/16 Teaching & Learning Conference took place on 29 January 2016. The Conference was facilitated by Mr Ollie Frith and with Mr Tim McGarry acting as compere. The focus was 'Motivating your Disinterested Students'. Forty one staff members attended.

Discussion took place on how to engage more staff to attend these events as the feedback from those who attended was very good.

**6.2 Staff Development Programme for Semester 3 – Appendices 3a, 3b**

A Governor mentioned he thought the Staff Development Programme very interesting and extensive and suggested that Governors would find some of the training useful. The Director said she would be happy to extend an invite to Governors.

**Agreed Action: The Staff Development Programme to be made available to Governors.**

**6.3 Project Based Learning**

The Director reported that due to the increased focus on Project Based and Blended Learning a number of events and initiatives were being organised for staff. During the inter-semester week staff development was organised for 25 staff members attending 'Planning for Blended Learning' and 24 attending 'Project Based Learning'.

**6.4 Project Team –Project Based Learning**

A project team is being established to develop resources for staff to facilitate the implementation of project based learning in all areas of the curriculum.

The Principal added this would be a challenge with the new Youth Training Apprentices being delivered.

**6.5 Teaching Thinking Certificate Programme**

A Teaching Thinking Certificate programme was made available to staff in October 2015. Twenty two teaching staff availed of this programme. A second programme has been agreed for the second semester.

**6.6 Themed Tuesdays**

This initiative was introduced in October 2015. Events were held during lunchtime on a wide variety of themes. Attendance numbers were low. The programme will be reviewed at the end of the year.

**7 Health & Wellbeing**

HR Services launched the, 'It's for You! Health & Wellbeing Programme' for staff in partnership with Health @WorkNI. There had been good engagement with 279 attendances at the various events that have taken place under the themes of Physical Health, Mental Health and General Wellbeing.

The Director was delighted to report that the College had been awarded the prestigious 'Healthy Workplace Award' from Simply Health UK in November 2015 for recognition of the College's commitment towards the health and wellbeing of their staff.

The Chair and Committee congratulated the Director and her team.

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**8 College Sickness Absence**

The Director reported the percentage lost time rate for non-teaching staff increased from 2.99% to 5.03% from December 2014 to December 2015. The figure for teaching staff decreased from 4.18% to 3.585% for the same period.

**9 Equality**

The Director provided a summary of events held for; International Men's Day, International Day of People with Disabilities, World Religion Day, International Students, and Youth Action Northern Ireland all to celebrate and raise awareness.

**10 Policy & Procedures**

The Director confirmed that the Volunteer and Mental Health Policies have now been closed.

**11 Access NI**

HR Services had processed 696 applications for students and 57 for prospective staff. The College had three Service Level Agreements with external organisations and process Access NI checks on their behalf.

**11 Voluntary Exit Scheme (VES)**

A total of 59 staff, 31 Lecturers, 1 Principal Lecturer, 7 part-time Lecturers and 20 non teaching staff have left or will leave under the VES. A Business Case for VES for the Sector had been approved. This will facilitate further staff exists between April 2016 and March 2017.

**12 HR Strategy – HR Strategy Operational Plan –Appendix 4**

The Director referred to the report which provided an update on progress in the first quarter of 2015-16. Members noted the report.

It was noted the new HR Services website which acts as a hub for all the latest HR information went live in November 2015.

**13 HR Change Management Framework - Appendix 5**

The Director reported that this Framework facilitates the implementation of the restructuring proposals. Consultations have taken place. The Director indicated there was previous approval for a vacancy control process in place to advertise internally all promoted posts to negate potential redundancies. This ended on 31 December 2015. The Director requested approval from the Committee for the same process to be in place until 31 May 2016 to allow for a review of support areas and to ensure no staff are displaced.

The two support Unions agree with this approach and recognise good practice to ensure no staff are displaced. Legal advice states there is no issue with this.

**AGREED ACTION;**

**To recommend to the Governing Body approval for promoted posts to be advertised internally up until 31 May 2016.**

**PROPOSED;** Mr S McGregor

**SECONDED;** Mr P Laughlin

**14 Trade Union Contract**

The Director provided detail on this and will keep members up to date with any progress.

The Chair thanked the Director for her report.

**44.6 CORRESPONDENCE**

There was no correspondence.

**44.7 AOB**

There was no Any Other Business to discuss.

That being the end of business the Chair thanked everyone for attending and brought the meeting to a close at 18:02.

**Date of Next Meeting: 20 April 2016 @ 18:00.**

Signed \_\_\_\_\_ Chair

**Date: 20 April 2016**