
MINUTES OF THE FIFTIETH MEETING OF THE STAFFING COMMITTEE OF THE GOVERNING BODY OF THE NORTH WEST REGIONAL COLLEGE HELD IN MEETING ROOM 2, STRAND ROAD CAMPUS ON TUESDAY 11 APRIL 2017 @ 1630.

PRESENT:	Mrs C McFarland (Chair) Mrs R Dougherty Mr P Laughlin
IN ATTENDANCE:	Mrs K Duffy (Director of HR & Learner Services) Mr W Lavery (Change Manager) Mrs E Doherty (Governance Secretary)

The Chair welcomed everyone to the meeting.

50.1 APOLOGIES

Apologies were received from Mr S Atcheson and Mr L Murphy.

50.2 CONFLICT OF INTEREST DECLARATIONS/DECLARATIONS OF AOB

There were no conflict of interest declarations. The Chair indicated she would provide an update on the Articles of Government under AOB.

50.3 MINUTES OF THE MEETING HELD ON 13 FEBRUARY 2017

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Draft Minutes of the Staffing Committee meeting held on 13 February 2017.

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

PROPOSED; Mrs C McFarland

SECONDED; Mr P Laughlin

50.3.1 MATTERS ARISING – FEBRUARY 2017 COMMITTEE MEETING

49.3.1 Appraisals

AGREED ACTIONS;

- **Focus to be on outstanding appraisals in excess of 6 months.**
- **Any appraisals that are pending signing off, copies are to be forwarded to the Director of HR.**

Update: The Director stated she would report on this item within the Management Report (50.5) later into the meeting.

Staff Development – Mandatory Training

AGREED ACTIONS; - FEBRUARY COMMITTEE MEETING

- **As staff are not engaging in training that is mandated by legislation, this risk be placed on the Corporate Risk Register.**
Update: The Director reported this matter is progressing and is currently with the Risk Management Group for consideration.

- **The Principal to further remind Heads of Department of the training taking place on 23 February 2017.**
Update: actioned.
- **The Director to provide a report on numbers of staff who have not completed statutory and mandatory training by Department.**
Update: The Director stated she would report on this item within the Management Report (50.5) later into the meeting.

The Chair reported to members that a recommendation from the February 2017 Committee meeting proceeded to the Governing Body meeting on 7 March 2017 for approval. The item requiring approval was as follows: *'It was agreed to recommend to the Governing Body that all posts advertised externally and basic grade post will be temporary in the first instance. The Director to prepare a process whereby P&CE can review the status of difficult to fill posts.'*

This item was discussed at the Governing Body meeting on 7 March 2017 and actions agreed, however the recommendation itself was inadvertently not approved therefore this will proceed again through the next Governing Body meeting.

50.4 CHAIR'S BUSINESS

The Chair wished to congratulate the recent appointment of Mrs Samantha Traynor as temporary Vice Principal of Curriculum & Information Services.

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

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

Paper SC 50.5	HR Services Management Report
Appendix 1	Recruitment & Selection Update Report
Appendix 2	Appointments & Leavers Report

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

- 1 Recruitment and Selection Update – Appendix 1**
A total of 24 recruitment exercises have been actioned since the February 2017 Staffing Committee meeting.
- 2 Appointments & Leavers – Appendix 2**
Members noted the Report.
- 3 Staffing Issues – tabled**
An application for a career break has been received. The Line Manager has recommended that the career break be granted.

AGREED ACTION;

To recommend to the Governing Body approval for the career break.

PROPOSED: Mrs R Dougherty

SECONDED: Mr P Laughlin

4 Legal Case

The Director provided an update on the current Industrial Tribunal case.

5 Appraisals

The Director referred back to item 50.3.1, Matters Arising and provided an update on the Appraisals. In respect to Academic staff, there had been further progress with the number of appraisals outstanding in excess of one month within several Departments. Concerns were noted in respect to the Science, Technology & Creative Industries Department where a number of appraisals still remain outstanding for approximately 24 months. It was agreed that this was a management issue to be addressed.

The Director reported she had no concern with the outstanding, non-teaching staff appraisals.

6 Staff Development

A number of staff development events have been arranged during the Easter period including, 'Creating innovative and engaging lessons with 'Adobe Spark Video'. Several short workshops for lecturing staff were also planned. The Higher Education Conference was held on 11 April with guest speaker Paul Gray, Learn Spark.

The Director then referred members back to item 50.3.1, Matters Arising in relation to mandatory training. The summary table provided indicated numbers of staff by Department who had attended/not yet attended Data Protection training to date. Despite further training session arranged, there remained 116 staff who had not yet attended Data Protection training.

The Director reported that the Department had requested from the FE Sector data on the extent of engagement and range of activities within staff development. Despite the fact Staff Development provision is excellent within the College the statistics for staff engagement were poor. Members discussed this matter and it was agreed to refer this issue to Management to develop proposals for a solution.

AGREED ACTION: Concerns regarding the number of lecturing staff not participating in Staff Development to be referred to Management to develop proposals for a solution.

8 Health & Wellbeing

The Health and Wellbeing Programme has now increased its membership in its second year to 251 staff. Recent activities include; the College's first 5K Glow Run, a very successful event that took place on 9 March 2017 with 283 walkers and runners participating. A 'Shape up, Slim Down' weight loss programme is being delivered by Level 3 Sports Students under the direction of the Curriculum Manager Sport. The College took part in Business in the Community and NI Cares initiative in the local community. The Committee acknowledged the significant work carried out in this area to support staff.

9 College Sickness Absence

The percentage Lost Time Rate for February 2017 had reduced for Teaching Staff, 4.36% against 5.73% (Feb 2016).

Non-teaching staff for February 2017, 6.30% had increased from February 2016 (5.43%). The Committee queried the reasons behind the change particularly within the non-teaching staff and were satisfied with the ongoing work to manage absence.

10 Equality

The College is holding a further session with Parenting NI on, 'Staying Safe in a Digital World'. The College recently reviewed the 'Louder than Words' accreditation with Action on Hearing Loss. The Director reported on the recent policies which have been updated and policies currently being reviewed.

50.6 CHANGE MANAGER UPDATE – IIP

The Change Manager presented on the new standard for IIP Generation VI, he provided detail to the three principals; leading, supporting and improving as well as the different levels of accreditation. Members discussed the standard, it was agreed a draft plan be prepared to commence September 2017.

AGREED ACTION: HR to draft a plan with a start date of September 2017 towards achieving the new IIP Generation VI standard.

50.7 CALENDER OF PROPOSED MEETINGS 2017/18

Members noted the Report.

50.8 CORRESPONDENCE

No correspondence has been received.

50.9 AOB**Articles of Government**

The Chair noted correspondence from the Department on the Articles of Government. The Department had concluded their initial scrutiny of the proposed changes to the Articles of Government and they will now propose a new model for the Articles of Government based on all the proposed changes by the Governing Bodies. Individual Governing Bodies will then consider the model and can change it to reflect items which are specific to them.

Mr William Laverty left the meeting at this juncture.

50.10 RESERVED BUSINESS

Draft Minutes of the Staffing Committee meeting, Reserved Business held on 13 February 2017.

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

PROPOSED; Mr P Laughlin

SECONDED; Mrs R Dougherty

Date of Next Meeting: 14 June 2017 – Limavady Campus

That being the end of College business the Chair thanked everyone for attending and closed the meeting at 1745.

SIGNED; _____ **CHAIR**
Mrs C McFarland

DATE; 14 JUNE 2017