
MINUTES OF THE FORTY NINTH MEETING OF THE STAFFING COMMITTEE OF THE GOVERNING BODY OF THE NORTH WEST REGIONAL COLLEGE HELD IN THE BOARDROOM, LIMAVADY CAMPUS ON MONDAY 13 FEBRUARY 2017 @ 1730.

PRESENT:	Mrs C McFarland (Chair) Mr M Agnew Mr S Atcheson Mr P Laughlin (from 1740) Mr L Murphy
IN ATTENDANCE:	Mrs K Duffy (Director of HR & Learner Services) Mr W Lavery (Change Manager) until 1830 Mrs É Doherty (Governance Secretary)

The Chair welcomed everyone to the meeting.

49.1 APOLOGIES

Apologies were received from Mrs R Dougherty.

49.2 CONFLICT OF INTEREST DECLARATIONS/DECLARATIONS OF AOB

There were no conflict of interest declarations.

The Chair indicated she would like to discuss a matter under Reserved Business.

49.3 MINUTES OF THE MEETING HELD ON 14 NOVEMBER 2016

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Draft Minutes of the Staffing Committee meeting held on 14 November 2016.

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

PROPOSED; Mr S Atcheson

SECONDED; Mrs C McFarland

49.3.1 MATTERS ARISING – NOVEMBER 2016 COMMITTEE MEETING

48.5 Appraisals – an Action Plan to be drawn up to address the issue of outstanding appraisals.

Action taken: The Director of HR & Learner Services provided an update on the current situation on outstanding appraisals. The Chair noted progress made and the value of the appraisals process for staff. The Director of HR & Learner Services highlighted that outstanding appraisals was an issue that remained outstanding for management - the Committee agreed.

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.**

Staff Development – The issue of mandatory training to be discussed by the College Leadership & Management Team and a plan drafted to address the issue. The need to attend mandatory training will be noted on staff members' appraisal records.

Action taken: The Director of HR & Learner Services reported that the issue of mandatory training was discussed at the Leadership & Management Team meetings. The Principal reported that he had corresponded with Heads of Department regarding this issue.

A further two sessions for Data Protection Training have since been held and another session is scheduled for 23 February 2017.

AGREED ACTIONS;

- **As staff are not engaging in training that is mandated by legislation this risk is to be placed on the Corporate Risk Register.**
- **The Principal to further remind Heads of Department of the training taking place on 23 February 2017.**
- **The Director to provide a report on numbers of staff who have not completed statutory and mandatory training by Department.**

49.4 CHAIR'S BUSINESS

The Chair wished to take the opportunity to thank Mr Martin Agnew who was attending his last Committee meeting. Mr Agnew's term of office as Governor is due to complete shortly. The Chair extended her gratitude to Mr Agnew for his expertise, experience, his generosity of his time and support he has given to the Chair, Committee and the Governing Body over the years.

The Director of HR & Learner Services mirrored the Chair's sentiments of thanks to Mr Agnew.

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

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Paper SC 49.5	HR Services Management Report
Appendix 1	Recruitment & Selection Update Report
Appendix 2	Appointment & Leavers Report
Appendix 3	Staff Development Programme – Teaching Staff, Feb – June 2017
Appendix 4	Staff Development Programme – Support Staff, Feb – June 2017
Appendix 5	HR Services Operational Plan Monitoring Report 2016/17

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 36 recruitment exercises have been actioned since the November 2016 Staffing Committee meeting. The Director highlighted some posts that have been difficult to fill.

2 Appointments & Leavers – Appendix 2

Members noted the Report.

3 Staffing Issues

An application for a career break has been received. The Line Manager and Vice Principal have recommended that the career break be granted:

AGREED ACTION

To recommend to the Governing Body approval of the Career Break.

PROPOSED: Mr M Agnew

SECONDED: Mr S Atcheson

4 Legal Case

The Director advised an Industrial Tribunal application was received on 18 January 2017. Members discussed the circumstances and nature of the case.

5 Appraisals

This item was discussed earlier in the meeting, (ref 49.3.1.)

6 Staff Development

During Inter-semester week, HR Services organised a number of staff development events, with highlights including a Sharing Best Practice Carousel Activity, this new and innovative event had 18 staff attending. Another Sharing Best Practice is planned for Easter.

The 2016/17 Teaching & Learning Conference was facilitated by Mr P Woodward from Pivotal Education. Fifty-nine staff attended this event with 95% of respondents to date having rated the overall event as 'Excellent to Good'.

Discussion took place on improving attendance at such excellent CPD opportunities.

AGREED ACTION;

The Director to provide a report on the attendance trend in Staff Development areas and to focus on each Department's engagement.

7 Health & Wellbeing

The Health & Wellbeing Programme has increased its membership in its second year to 220 staff. Further activities planned included a 5K run/walk in the City in March 2017.

8. College Sickness Absence

The Director provided updated statistics for quarter 1 in relation to percentage lost time rates; for the period Aug – Oct 2016/17, Teaching was 1.97%, same period for 2015/16 1.70%.

Support Staff percentage Lost Time Rate for Quarter 1, Aug – Oct 2016/17 was 3.67%. Same period last year 2015/16, 2.22%.

9. Equality

The College has been shortlisted for the Legal-Island Equality and Diversity Award and the ceremony is to be held on 31 March 2017.

10 Access NI

HR Services has continued with the processing of AccessNI applications for Enhanced Disclosure Certificates for new staff, students and for organisations for which the College acts as an umbrella body, approximately 903 applications have been processed from 1 September 2016, this included 815 student applications.

11 VES

The Minister for the Economy has recently approved the VES Business Case for 2017/18. The Department has noted in its communication to the College that this is a much smaller than the equivalent VES Business Case from the previous two years.

**12 Staff Development Programme Semester 2 Teaching and Support Staff
–Appendices 3, 4**

Members noted the Reports.

16 Recruitment

Due to restructuring all promoted academic posts have been restricted internally in the first instance. As the restructuring is now complete, it was proposed that this is discontinued. Basic grade academic posts continue to be advertised as temporary due to a predicted downturn in student numbers and implications on budget moving forward. It was suggested that this practice is extended across all posts (including support) and include the opportunity for secondments.

AGREED ACTIONS;

It was agreed to recommend to the Governing Body that all posts are advertised externally and basic grade posts 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.

PROPOSED; Mr M Agnew

SECONDED; Mr P Laughlin

HR Services Operational Plan Monitoring Report 2016/17 – Appendix 5

Members noted the Report.

49.6 CORRESPONDENCE

No correspondence has been received.

49.7 AOB

There was no other business to discuss.

49.8 RESERVED BUSINESS

Recorded separately.

Date of Next Meeting: 12 April 2017 – Limavady Campus

That being the end of College business the Chair thanked everyone for attending and closed the meeting at 1830.

SIGNED: _____ **Chair**
Mrs C McFarland

DATE; 11 April 2017