
MINUTES OF THE FIFTY SECOND MEETING OF THE STAFFING COMMITTEE OF THE GOVERNING BODY OF THE NORTH WEST REGIONAL COLLEGE HELD IN THE BOARDROOM, LIMAVADY CAMPUS, ON MONDAY 18 SEPTEMBER 2017 @ 1700.

PRESENT: Mrs C McFarland (Chair)
Mr S Atcheson
Mrs R Dougherty
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.

52.1 APOLOGIES

Apologies were received from Mr M Cooper, Dr N Hand and Mr P Laughlin.

52.2 CONFLICT OF INTEREST DECLARATIONS/DECLARATIONS OF AOB

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

52.3 MINUTES OF THE MEETING HELD ON 14 JUNE 2017

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Draft Minutes of the Staffing Committee meeting held on 14 June 2017.

An amendment was noted to item 50.3, page one of the Minutes, with this amendment it was agreed the Minutes were an accurate record of the meeting.

PROPOSED; Mrs R Dougherty

SECONDED; Mrs C McFarland

52.3.1 MATTERS ARISING – JUNE 2017 COMMITTEE MEETING

50.5 Management Report

IIP – Draft Plan to come to the first Committee meeting of the academic year 2017/18.

Update: On Agenda for September 2017 meeting

Staffing Issues

Career break request 1 Sept 2017 – 31 August 2018

Update: Approved by the Governing Body at their meeting on 28 June 2017.

Equal Opportunities Report – June 2017

The Director to bring a report to the Committee in September 2017 with further work on the data relating to success rates for 2017.

Update: Paper included with September 2017 papers, item 52.5 appendix 4.

52.4 CHAIR'S BUSINESS**Appointment of Vice Chair**

Mr S Atcheson was willing to take on the position of Vice Chair to the Committee.

PROPOSED; Mrs R Dougherty

SECONDED; Mrs C McFarland

Recognising & acknowledging Staff

This item had been passed to the Staffing Committee for further discussion from the Finance & General Purposes Committee, June 2017 meeting. The Director reported that this was an ongoing exercise discussed at the Staff Consultative Committee meetings. The Committee have previously discussed ways of recognising staff for their long service etc. A recent development included staff with long service invited to share their staff profile on the HR Staff website.

Discussion took place and it was agreed to look at the numbers of staff that currently hold 20/25/30 years' service with the College and to look at what possibilities there might be available in recognising them. **It was agreed for updates to come through the Committee.**

Committee Meetings Schedule

The Chair referred to the Schedule of meetings for the Committee and recommended the Committee reduce the number of meetings from five to four meetings a year. The Director and members were in agreement with this.

PROPOSED; Mr S Atcheson

SECONDED; Mrs R Dougherty

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

Paper SC 52.5	HR Services Management Report
Appendix 1	Recruitment Update Report
Appendix 2	Appointments & Leavers Report
Appendix 3	Section 75 Equality Progress Report April 2016 - March 2017
Appendix 4	Review of Success Rates
Appendix 5	Staff Development Plan 2017/18
Appendix 6	Draft Plan towards achieving IIP Generation VI Standard

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

Recruitment Update Report – Appendix 1

The Director reported that the HR Services team have worked with the Heads of Department and have been successful in filling all difficult to fill posts. Interviews for the remaining post of Lecturer in Fabrication and Welding will be held shortly.

Changes have been made to the College website together with a video produced by the Marketing team to promote jobs in the College.

The six colleges are working collaboratively from October 2017 onwards with all externally advertised posts in the Belfast Telegraph appearing as a Sector advertisement, subject to an agreed protocol between the six colleges.

Enterprise Shared Services will test the recruitment process for an administrative post and an academic post.

A total of forty eight recruitment exercises were completed since the June 2017, Committee meeting.

The Director referred to the Appointment & Leavers Report and reported that a further staff member had left on 9 September 2017.

An application for a career break for a two year period had been received. This was agreed by the Line Manager and Vice Principal in line with the Delegation of Authority Policy. The Chair signed off on the request.

The College had received two Industrial Tribunal Cases in June 2017, both cases were ongoing.

The Director continued her report and referred to the Appraisals outstanding as at 6 September 2017 for academic staff, concerns were highlighted in respect to appraisals outstanding for the Science, Technology and Creative Industry Department. The Chair indicated this was a management issue, the Principal added that he was currently managing this.

There were no concerns reported for appraisals outstanding for non-teaching staff.

The Director highlighted items within her report including; Staff Development activities planned to take place during Semester 1, 2017/18, which included workshops to support the preparation for inspections. The Careers Academy had three, Level 4 new courses on offer from October 2017. From the start of this academic year, a member of the Learning and Teaching Development Team will be allocated to every new staff member as a mentor. Work continues on becoming a Beacon College early in 2018.

The College is happy to host a sector wide Learning & Teaching Conference in 2017-18, 'Building Resilient Minds in Education'. This is subject to Principals' approval. Online Data Protection and Health & Safety Training packages are now available to staff. Staff can also now access their Staff Development Record online.

Members noted The Staff Development Plan 2017-18 with the comprehensive staff development needs that were identified for 2017-18, these are subject to change as needs arise. Members were content with the Plan.

The Director continued her report highlighting that the Health & Wellbeing Programme continues this year with a variety of activities/initiatives planned for 2017-18. The College Charity of the Year will be agreed with the Wellbeing & Social Responsibility Committee.

In reference to the data on sickness, the College was the fifth highest in the Sector overall for sickness absence 2016/17. A Staff Development session will be arranged to support managers in this area.

The Director reported on the new legislation pending in respect of gender pay reporting and referred to the comparison of salary by gender. Explanations were provided for the variances and members were content with the rationale.

Members noted the Annual Progress Report which had been forwarded to the Equality Commission.

This Report will progress to the Governing Body at their next meeting for signing off.

The Director referred to Appendix 4, Review of Success Rates and reported that following the analysis of the FE Return, it was highlighted there was an imbalance in relation to the success rates for Protestant applicants in comparison to Catholic applicants. Therefore, it was appropriate that a review of recruitment exercises be carried out.

The Director reported on the recommendations from the findings of the review. Members were content with the recommendations.

Continuing her report the Director stated a number of serious safeguarding issues had been identified and **a report will be provided at the next Committee meeting**. The Admissions and Enrolments Policy was approved at the Leadership & Management Team meeting held earlier that day.

Concluding her report the Director referred to the draft Action Plan, Appendix 6, towards achieving the Investors in people Generation VI Standard. The Plan was approved by the Staffing Committee. The Director agreed to raise the plan with the Leadership and Management team to add to the framework provided. **It was agreed for update reports to come through the Staffing Committee on a quarterly basis.**

The Chair wished to thank the Director for the high level reports provided to the Committee and wished to pass on her thanks to the HR Services team.

52.6 CORRESPONDENCE

The Chair indicated correspondence received would be taken under Reserved Business.

52.7 AOB

There was no any other business.

52.8 RESERVED BUSINESS

Reserved Business to be taken separately.

Date of Next Meeting: 8 November 2017

That being the end of College business the Chair thanked everyone for attending and closed this part of the meeting at 1750.

Signed: _____ **Vice Chair**
Mr S Atcheson

Date: 8 November 2017