
MINUTES OF THE FORTY FIFTH MEETING OF THE STAFFING COMMITTEE OF THE GOVERNING BODY OF THE NORTH WEST REGIONAL COLLEGE HELD IN THE STAFF DEVELOPMENT ROOM, STRAND ROAD CAMPUS ON WEDNESDAY 20 APRIL 2016 @ 1745.

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

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

The meeting commenced at 1815, the Chair apologised to members for the delayed start. The Chair welcomed new Governor, Mrs Roslyn Dougherty to her first Staffing Committee meeting.

45.1 APOLOGIES

Apologies were received from Dr B Burns and Mr W Laverty.

45.2 CONFLICT OF INTEREST DECLARATIONS/DECLARATIONS OF AOB

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

45.3 MINUTES OF THE MEETING HELD ON 10 FEBRUARY 2016

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

PROPOSED; Mr S Atcheson

SECONDED; Mr M Agnew

45.3.1 MATTERS ARISING

44.4 Chair's Business

It was proposed to recommend to the Governing Body approval of the Delegation of Authority Policy.

Action; Approved, with amendments by the Governing Body on 9 March 2016.

44.4.1 Review of Committee's Terms of Reference - tabled

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.

Action: The Chair reported that the Terms of Reference has now been updated to include an item on the Delegation of Authority Policy.

The Chair confirmed a preface was no longer considered necessary as the additional information was now included in the body of the Terms of Reference.

Members were content to recommend approval of the amended Terms of Reference to the Governing Body.

PROPOSED; Mr M Agnew

SECONDED; Mr S Atcheson

44.5 HR Services Management Report**Appraisals**

The Director to raise the issue with the Director of Curriculum

Action: The Director confirmed this had been actioned.

Staff Development Programme

The Staff Development Programme to be made available to Governors.

Action: Programme sent to Governors on 22 February and available on MinutePad (Documents).

HR Change Management Framework

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

Action: Approved by the Governing Body on 9 March 2016

45.4 CHAIR'S BUSINESS

Committee Terms of Reference – discussed under previous item 44.4.1

45.5 HR SERVICES MANAGEMENT REPORT; Mrs K Duffy (Ref Paper SC 45.5)

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

1. Recruitment and Selection Update – Appendix 1

A total of 18 recruitment exercises had been completed since February 2016.

2. Appointments & Leavers –Appendix 2.

Members noted the report.

3. Staffing Issues

No update.

4. Legal Case -tabled

The Director tabled to members details on a new legal case. Solicitors have been appointed to act on behalf of the College. Members discussed the case.

5. Appraisals

The Director provided a further update on the current position of the Academic and Non-teaching staff appraisals completed.

6 Staff Development – Appendix 3**Project Based Learning & Blended Learning**

The Director reported that Project Based Learning and Blended Learning continue to be the main focus of staff development activities. During the Staff Development days in March 2016 the College invited three experts to provide training to College staff.

The poor attendance at these events was again highlighted. It was noted that feedback from staff attending was very positive and it was disappointing that more staff are not availing of some excellent and informative sessions. It was requested that a review on how sessions were delivered and engaging with the new constituted SMT to encourage staff to make use of the excellent training on offer.

Agreed Action:

The Director to provide costings on attendance of the recent sessions.

7 Health & Wellbeing

HR Services launched the, 'It's for You! Health & Wellbeing Programme' for staff in partnership with Health @WorkNI. Membership has now increased to 143. The Director listed some of the activities available under the Programme which has proved very successful.

8 College Sickness Absence

The percentage lost time rate for teaching staff decreased from 2.05% in quarter 1 (14/15) to 1.70% in quarter 1 (15/16).

The figure for non-teaching staff also decreased from 3.98% in quarter 1 (14/15) to 2.22% in quarter 1 (15/16).

The figures for teaching staff also decreased from 4.17% in quarter 2 (14/15) to 3.96% in quarter 2 (15/16), however the figure for non-teaching staff increased from 4.05% in quarter 2 (14/15) to 5.47% in quarter 2 (15/16).

The February 2016 percentage Lost Time Rate for Teaching staff was 5.73% (Feb 2015 4.53%).

Non –Teaching February 2016, 5.43% (February 2015 4.72%). It is hoped this figure will balance out.

9 Equality - Appendix 3

The Director reported the Governing Body requested that the College's Equal Opportunities Policy be reviewed by the Equality Commission. (SGB Meeting, February 2016, Item 48.5).

Based on comments from the Equality Commission the new proposed Equal Opportunities Policy required approval.

The Director brought the members through the paper with the recommended changes. A typographical error was noted. The Director also read the Equality Commission's response in relation to the policy review.

AGREED ACTIONS;

- **To recommend approval of the amended Equal Opportunities Policy to the Governing Body.**
- **For members to receive a copy of the amended Policy and a copy of the letter from the Equality Commission with their next Governing Body papers.**

PROPOSED; Mr S Atcheson

SECONDED; Mr M Agnew

10 Policy & Procedures

No update.

11 Access NI- Appendix 4

The Director reported that a revised Access NI Code of Practice came into operation as from 29 February 2016. The Director went through the amendments with explanations to members. Members were content to approve the amendments.

PROPOSED; Mr M Agnew

SECONDED; Mr P Laughlin

A member queried if Governors were required to have Access NI checks. The Director indicated that currently they did not require Access NI checks. The Director agreed to provide members with further information and a copy of the Department's Circular on this matter.

AGREED ACTION;

The Director to provide further information on Access NI check on governors to the next meeting.

12 Voluntary Exit Scheme (VES)

The Sector has obtained approval from DEL to operate the VES in the 2016-17 financial year. The Scheme has been amended. The process began on Wednesday 13 April 2016. Trade Unions have also being notified.

13 Trade Union Contract

By way of background, the Director provided members with detail on this item. Members discussed the issue and agreed that it was being properly managed through the appropriate channels.

14 Review of Advertising Media – Appendix 5

The Director referred members to the Appendix which highlighted that in the period Jan – Dec 2015 only 6% of applicants for external advertised posts were made aware of the vacancy through the press. This has been a steady decline over the previous three years. The cost per applicant is not value for money compared with online advertising costs.

The Director was seeking approval for the following recommendations:

- The College no longer use press advertising unless necessary due to the level of post or due to difficulty in recruiting but continues to advertise using the 'online' and 'other' mechanisms.
- A brief advertisement is placed monthly in newspapers for a six-month period advising that all vacancies will be advertised on the College's website.
- The College retain the option of advertising.

Members were content to approve the recommendations and suggested other social media channels that the College could use to advertise.

A member requested a breakdown of the religious background of College staff from each Campus.

AGREED ACTIONS;

- **To recommend to the Governing Body approval of the recommendations as set out above.**
- **The Director to provide the member with a breakdown of the religious background of College staff from each Campus.**

PROPOSED; Mr P Laughlin

SECONDED; Mr S Atcheson

15 Proposal – Online Shortlisting Tool – Appendix 6

A new pilot of an on-line shortlisting tool was proposed for the College to form part of the recruitment process for recruiting Part-time Lecturers. To facilitate this process it is proposed that an addendum is agreed to the Recruitment and Selection Policy.

Some members had experience of this Shortlisting Tool and were content to approve.

PROPOSED; Mr R Dougherty

SECONDED; Mr M Agnew

16 Restructuring

The Director reported that the majority of the posts have now been matched within the new structure. Head of Department posts will be recruited at the end of April 2016.

17 N I Prison Service

The Director provided members with an update on the current contract. Members discussed the matter.

The Chair thanked the Director for her report.

45.6 CALENDAR OF PROPOSED MEETINGS 2016/17 –Paper SC 45.6

Members noted the paper and it was suggested that the October 2016 meeting be rescheduled to November to close the gap between meetings.

AGREED ACTION; The Secretary to send members an amended Schedule.

45.7 CORRESPONDENCE

There was no correspondence.

45.8 AOB

There was no Any Other Business to discuss.

That being the end of business the Chair thanked everyone for attending and ended the meeting at 1930.

Date of Next Meeting: 15 June 2016

Signed _____ Chair

Date: 15 June 2016