
**MINUTES OF THE NINTH MEETING OF THE STAFFING COMMITTEE OF
THE GOVERNING BODY OF THE NORTH WEST REGIONAL COLLEGE
HELD IN THE BOARDROOM, STRAND ROAD CAMPUS ON 2 FEBRUARY
2009 AT 4.00PM**

PRESENT: Dame Geraldine Keegan (Chair from item 9.3)
Mr H Faulkner (Chair for items 9.1 & 9.2)
Mrs J Doherty
Mr S Murphy (Director)

IN ATTENDANCE: Ms K Duffy (Assistant Director, Human Resources)
Mr D McClelland (Secretary)

9.1 APOLOGIES

None

9.2 ELECTION OF COMMITTEE CHAIR

The Chair invited nominations from members for the post of Committee Chair which he was relinquishing due his appointment as Acting Chair to the Governing Body. Dame Geraldine Keegan was proposed by Mrs Doherty seconded by Mr Murphy and agreed. Dame Geraldine then assumed the Chair thanking members for their support.

9.3 MINUTES OF MEETING HELD ON 12 NOVEMBER 2008

Subject to two minor amendments it was proposed by Mr Faulkner seconded by Mrs Doherty and agreed that the minutes were an accurate record of the meeting.

9.4 MATTERS ARISING

8.8 Associate Lecturer Agreement. The Assistant Director reported that, as agreed at the Governing Body meeting, the College would process current applications but would be seeking a review of the agreement to eliminate any potential conflicts with equality legislation.

8.9 Section 75 – progress report. The Assistant Director indicated that she was not anticipating a formal response from the Equality Commission to the College's submission unless it found any issue of non-compliance.

8.11.1 Selection Panel Review. The Director reported that the panel had reconvened and had agreed to not proceed with the appointment.

9.5 CHAIRMAN'S BUSINESS

None

9.6 APPOINTMENTS AND RESIGNATIONS (Ref: Paper SC9.6)

The Assistant Director drew members' attention to the enhanced information contained in the paper. The Director mentioned that, for some posts, candidates' performance in a preliminary test was taken into account prior to short-listing for interview. In reply to a question the Assistant Director explained the purpose and operation of the waitlist.

Members noted the paper's contents.

9.7 STAFFING ISSUES (Ref: Paper SC9.7)

The Assistant Director outlined requests from members of staff as follows:

- 1 member requesting special leave
- 2 members of staff requesting a reduction in student contact hours

It was noted that these requests have the support of line managers and the Director.

It was proposed by Mr Faulkner seconded by Mrs Doherty and agreed to recommend to the Governing Body that these requests be granted.

In respect of a request from a member of staff for a career break, the Assistant Director pointed out that it did not fall within the agreed criteria. It was proposed by Mrs Doherty seconded by Mr Faulkner and agreed to recommend to the Governing Body that the request be refused.

9.8 LEGAL CASES UPDATE (Ref: paper SC9.8 tabled)

The Assistant Director reported on two legal cases both of which are on-going.

9.9 FLEXIBLE WORKING POLICY (Ref: paper SC9.9)

The Assistant Director pointed out the amendments made to the draft policy most of which arose as a result of advice received from the Equality Commission. It was proposed by Mr Faulkner seconded by Mrs Doherty and agreed to recommend to the Governing Body the adoption of the policy.

9.10 INCREMENTAL CREDIT

The Assistant Director reported on a member of staff who had completed a post-graduate certificate in education a number of years ago and was now claiming backdated incremental credit. It was agreed that, in line with policy on awarding incremental credit, the person concerned should have made the claim at the time of the certificate completion. It was proposed by Mr Murphy seconded by Mrs Doherty and agreed to recommend to the Governing Body that no backdated incremental credit be awarded.

9.11 ARBITRATION PANEL UPDATE

The Assistant Director reported that arbitration panel hearings had been held to deal with the non-agreement of timetables by staff with their line manager. The Director said that in all cases the panels agreed that the timetables had been reasonable and met the contract of employment. He mentioned the legal advice obtained and, following discussion, members expressed their full support for the actions proposed by senior management.

The Director thanked members of the Governing Body who had participated in the arbitration panels.

9.12 ANY OTHER BUSINESS

The Assistant Director reported that some college programmes were unable to take place this year due to the length of time taken for AccessNI to process checks on staff. To be in a position to offer these programmes next academic year it was proposed by Mrs Doherty seconded by Mr Murphy and agreed to recommend to the Governing Body that the validity period for checks be extended to 30 September 2009

Date of next meeting: Monday 30 March 2009 at 4.00pm in Strand Road Campus.

The Chair closed the meeting at 5.00pm.