

MINUTES OF THE FOURTH MEETING OF THE STAFFING COMMITTEE OF THE GOVERNING BODY OF THE NORTH WEST REGIONAL COLLEGE HELD IN THE BOARDROOM, STRAND ROAD CAMPUS, ON MONDAY 7 JANUARY 2008 AT 4.00 PM

PRESENT: Mr H Faulkner (Chair)
Mrs J Doherty
Dame Geraldine Keegan
Mr D McMahon (from 4.15pm)
Mr S Murphy (Director)

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

4.1 APOLOGIES

None

4.2 MINUTES OF MEETING HELD ON 12 NOVEMBER 2007

It was proposed by Mrs Doherty seconded by Dame Geraldine Keegan and agreed that the minutes were an accurate record of the meeting.

4.3 MATTERS ARISING

3.3 (2.9) Associate Lecturer Agreement

The Assistant Director HR reported that the matter was being pursued at sector level

3.5 Unpaid leave / reduction in working hours

The Assistant Director HR tabled details of staff currently on reduced working hours, unpaid leave, career breaks and secondments. It was agreed that a policy should be devised to regularise the situation and that a paper should be presented to the next Committee meeting.

3.9.1 Guidance for disciplinary hearings

The Assistant Director HR tabled a paper outlining the process to be followed in disciplinary cases. The Assistant Director HR reported on the outcome of a recent hearing. The Chair thanked panel members for their participation in the matter.

4.4 CHAIRMAN'S BUSINESS

It was agreed to take this item later in the meeting.

4.5 APPOINTMENTS AND RESIGNATIONS

The Assistant Director HR tabled an amended paper on staffing movements. In reply to a member's question, the Assistant Director indicated that temporary appointments were reviewed prior to the accrual of any additional entitlement.

Members noted the paper's contents.

4.6 STAFFING ISSUES

The Assistant Director HR outlined requests from 3 members of staff

- Two requests for extension to reduction in working hours
- A request for a reduction in working hours

It was proposed by Mrs Doherty seconded by Dame Geraldine Keegan and agreed to recommend to the Governing Body that the requests be granted.

4.7 LEGAL CASES UPDATE

The Assistant Director HR reported that little change had occurred since the last meeting of the Committee.

4.8 ANY OTHER BUSINESS

4.8.1 **Redundancy at Strabane Campus.** The Director reported on the redundancy of a part-time member of staff which had occurred as a result of the closure of an IT facility.

4.8.2 **Proposed Redundancies due to restructuring & review of the curriculum.** The Director outlined the position to date. It was proposed by Mr McMahon seconded by Dame Geraldine Keegan and agreed to recommend to the Governing Body that the present position be noted and to await further developments.

Date of next meeting. It was agreed that it would not be necessary for the Committee to meet on 21 January 2008. The next scheduled meeting is 18 March 2008.

The Acting Secretary left the meeting at this point.

4.4 CHAIRMAN'S BUSINESS

See separate minute

This being all the business the Chairperson closed the meeting at 5.00pm

Signed: _____ (Chair)

Date: _____