

MINUTES OF THE SECOND MEETING OF THE STAFFING COMMITTEE OF THE GOVERNING BODY OF THE NORTH WEST REGIONAL COLLEGE HELD IN THE BOARDROOM, STRAND ROAD CAMPUS, ON MONDAY 8 OCTOBER 2007 AT 4.00 PM

PRESENT: Mr H Faulkner (Chair)
Mrs J Doherty
Dame G Keegan
Mr D McMahan
Mr S Murphy (Director)

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

2.1 APOLOGIES

None

2.2 MINUTES OF MEETING HELD ON 29 AUGUST 2007

It was proposed by Mrs Doherty seconded by Mr Murphy and agreed that the minutes were an accurate record of the meeting.

2.3 MATTERS ARISING

1.2 Appointment of Vice-chair

Dame Keegan was proposed as Vice-chair by Mrs Doherty seconded by Mr Murphy. There being no other proposals, the appointment was agreed.

1.5 Arrangements for reporting to the Governing Body

It was recommended that draft minutes would be agreed between the Chair and Secretary with matters of factual accuracy being checked by the Assistant Director HR. It was recommended that draft minutes would be circulated to Committee members. Other members of the Governing Body would receive a copy of the draft minutes with their papers for the following Governing Body meeting.

2.4 ADVERTISING MEDIA

The assistant Director HR outlined proposals for advertising job vacancies. It was proposed by Mr McMahan seconded by Dame Keegan and agreed to recommend that these proposals be adopted.

2.5 CRIMINAL RECORD CHECKS

The Assistant Director HR reported that the difficulties concerning checks on applicants who had lived in Scotland had now been resolved.

2.6 APPOINTMENTS AND RESIGNATIONS

The Assistant Director HR tabled an amended paper on staffing movements. It was suggested that it would be helpful to include details on duration of temporary contracts. Members noted the paper's content.

2.7 STAFFING ISSUES

The Assistant Director HR outlined requests from 2 members of staff for variations in their workload. It was proposed by Mrs Doherty seconded by Dame Keegan and agreed to recommend their requests be granted.

2.8 LEGAL CASES UPDATE

The Assistant Director reported on current legal cases. She indicated that a number of cases had now been resolved and that 2 cases remained outstanding.

2.9 ASSOCIATE LECTURER AGREEMENT

The Chair outlined the potential conflict between the Agreement and the advice on it provided by the Equality Commission. A member asked if the Agreement had been subject to an Equality Impact Assessment at the time when it was being revised. It was agreed to recommend that ANIC be asked to supply information on this aspect of the Agreement. It was also agreed to recommend that the matter be discussed with representatives from the lecturers' professional association.

2.10 INCREMENTAL CREDIT

The Assistant Director HR reported on difficulties encountered when assessing claims for incremental credit. It was proposed by Dame Keegan seconded by Mrs Doherty and agreed to recommend that incremental credit be considered only on the basis of information provided on application forms.

In relation to a claim from a particular member of staff it was agreed to recommend that consideration for incremental credit be limited to one year of full-time working subject to verification of earnings.

2.11 ARTICLE 55

The Assistant Director outlined on-going difficulties in recruiting staff from one section of the community. It was agreed to recommend that actions to address the problem as proposed in the Article 55 Review for NWI be adopted.

2.12 STAFF ABSENCE REPORT

The Assistant Director HR tabled a report for August 2007. She indicated that work was being done to harmonise the method used to collect data across all campuses of the College. Following the analysis for September, reports would be issued quarterly. Assurance was given to members of the Committee on medical and pastoral facilities available to the College to address specific issues.

2.13 HR GUIDANCE DOCUMENT

The Assistant Director HR outlined the guidance document developed on a sector-wide basis for the transfer of staff to the new institution. The Director indicated that the Governing Body had agreed these procedures.

2.14 ANY OTHER BUSINESS

2.14.1 Temporary Upgrading.

The director requested an incremental rise of 2 points for a period of 1 year for 2 members of staff carrying out increased duties across the College. It was proposed by Mrs Doherty seconded by Dame Keegan and agreed to recommend that the temporary increases be granted.

2.14.2 Disciplinary Issue

The Assistant Director HR reported on a potentially pending staff disciplinary case. It was agreed to recommend that the Staffing Committee act as the initial hearing panel and that other members of the Governing Body act as an appeals panel if required.

Date of next meeting: It was agreed to meet on Monday 12 November 2007 at 4.00pm in the Strand Road Campus.

This being all the business the Chairperson closed the meeting at 5.20 pm.