

**MINUTES OF THE THIRD MEETING OF THE STAFFING COMMITTEE OF  
THE GOVERNING BODY OF THE NORTH WEST REGIONAL COLLEGE  
HELD IN THE BOARDROOM, STRAND ROAD CAMPUS, ON MONDAY 12  
NOVEMBER 2007 AT 4.00 PM**

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**PRESENT:** Mr H Faulkner (Chair)  
Mrs J Doherty  
Dame G Keegan  
Mr S Murphy (Director)  
Mr E Beattie (ex-officio)

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

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**3.1 APOLOGIES**

Mr D McMahan

**3.2 MINUTES OF MEETING HELD ON 8 OCTOBER 2007**

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

**3.3 MATTERS ARISING**

**2.9 Associate Lecturer Agreement**

The Assistant Director HR reported that discussions with the professional lecturers' association had resulted in an acknowledgement that the matter should be re-visited. ANIC had indicated that the Agreement had not been subject to an Equality Impact Assessment. It was agreed to recommend to the Governing Body that the issue be pursued at sector level.

**3.4 APPOINTMENTS AND RESIGNATIONS**

The Assistant Director HR tabled an amended paper on staffing movements. Members noted the paper's content.

**3.5 STAFFING ISSUES**

The Assistant Director HR outlined requests from 3 members of staff

- A request for extension of unpaid leave for health reasons for a further year
- A request for approval to take part in the lecturer exchange programme
- A request for an increase of 2.5 hours per week in part-time 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.

Discussion took place on issues relating to the principles involved when staff request unpaid leave or a variation in their working hours. It was agreed that a

paper identifying the numbers on unpaid leave/reduced working hours should be brought to the next meeting of the Committee.

### **3.6 LEGAL CASES UPDATE**

The Assistant Director reported that no changes had occurred since the last meeting of the Committee.

### **3.7 STAFF ABSENCE REPORT**

The Assistant Director HR presented a report for September 2007. She indicated that the analysis provided by the Bradford Weighting helped to identify the frequency of short-term absences. The process is presently being extended to include staff at the Limavady Campus. The Assistant Director also outlined the availability of counselling services for staff who became ill due to stress. Members enquired about benchmarking staff absences against other colleges. The Assistant Director indicated that at present there was a manual exchange of information. Members considered it would be advantageous to develop a benchmarking system on a sector wide basis. Members thanked the Assistant Director for her informative report, the contents of which were noted.

### **3.8 RECRUITMENT AND SELECTION TRAINING**

It was agreed to recommend to the Governing Body that only members of the Governing Body who had undergone recruitment and selection training would be eligible to sit on selection panels.

It was agreed to recommend to the Governing Body that refresher training would be provided for all who wished to avail of it on Monday 7 January 2008 from 5pm to 8pm at the Strand Road Campus. The Acting Secretary was asked to notify GB members accordingly.

### **3.9 ANY OTHER BUSINESS**

#### **3.9.1 Guidance for disciplinary hearings**

The Chair requested that guidance be provided on the process involved in disciplinary hearings.

#### **3.9.2 Pension schemes**

The Director reported on amendments to be made to the teachers' pension arrangements.

#### **3.9.3 Sector savings**

The Director reported on the government announcement requiring savings to be made in the sector over the next 3 years.

#### **3.9.4 Quality kite-mark award**

A member suggested that the college should consider engaging in the process of working towards a quality kite-mark award. The Director indicated that the matter was being investigated.

**Dates of next meetings**

The following dates were agreed:

Monday 21 January 2008

Tuesday 18 March 2008

Monday 19 May 2008

All meetings would be held at Strand Road Campus commencing at 4.00pm.

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

Signed: \_\_\_\_\_ (Chair)

Date: \_\_\_\_\_