

MINUTES OF THE FIFTEENTH MEETING OF THE STAFFING COMMITTEE OF THE GOVERNING BODY OF THE NORTH WEST REGIONAL COLLEGE HELD IN THE BOARDROOM, STRAND ROAD CAMPUS ON 14 JUNE 2010 AT 5.40PM.

PRESENT: Dame Geraldine Keegan (Chair)
Mrs J Doherty
Mr S Murphy (Director)

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

15.1 APOLOGIES

An apology was received from Mr Faulkner.

15.2 DECLARATION OF INTERESTS

Following a query from the Assistant Director, members agreed that she had no conflict of interest in respect of item 15.9.

15.3 MINUTES OF MEETING HELD ON 29 MARCH 2010

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

Action: Secretary to publish approved minutes asap.

15.4 MATTERS ARISING

None.

15.5 CHAIRMAN'S BUSINESS

Following a request from the Chair and should she be unable to attend, Mrs Doherty agreed to present the Committee report to the Governing Body at its next meeting.

15.6 APPOINTMENTS AND RESIGNATIONS (Ref: Paper SC15.6)

The Assistant Director referred to issues in the paper. In reply to a question she explained conditions relating to the employment of part-time lecturers. Members noted the paper's contents.

15.7 STAFFING ISSUES (Ref: paper SC15.7)

The Assistant Director tabled an updated paper. Staffing issues receiving the support of the line manager and the Directorate were

- 2 persons requesting career breaks
- 4 persons requesting reduction in working hours
- 1 person requesting extension to reduction in working hours
- 1 person requesting increase in working hours
- 1 person requesting unpaid leave.

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

In relation to a further request from a member of staff for a career break it was proposed by Mr Murphy seconded by Mrs Doherty and agreed to recommend to the Governing Body that the request be not approved.

15.8 LEGAL CASES UPDATE (Ref: paper SC15.8 tabled)

The Assistant Director reported that the one outstanding case had now been resolved and that there were now no cases pending. Members commented on this satisfactory situation.

15.9 HEAD OF SCHOOL VACANCY (Ref: paper SC15.9)

The Director advised that, following merger, it had been agreed to review the College structure after a 2 year period. He outlined changes in circumstances which have taken place during that time. He presented a number of possible options for the future. It was proposed by Mrs Doherty seconded by Dame Geraldine Keegan and agreed to recommend to the Governing Body that the Director commence a consultation exercise on the basis of the paper commencing in September. It was further agreed to recommend to the Governing Body that the titles of first tier postholder and second tier postholders should be amended to “Principal and Chief Executive” and “Director of” respectively.

It was agreed that the paper should be circulated to all members of the Governing Body.

Action: Secretary to circulate paper to members for next GB meeting.

15.10 REVIEW OF RECRUITMENT AND SELECTION PROCEDURE (Ref: paper SC15.10)

The Assistant Director explained that a review of the procedure was required on a 3 year cycle. She described the amendments contained in the paper which included detail on the management of assessment tests as part of the procedure. It was proposed by Mrs Doherty seconded by Mr Murphy and agreed to recommend to the Governing Body the adoption of the revised procedure. It was suggested that it might be appropriate to repeat the training on Recruitment & Selection for members of the Governing Body next academic year.

The Chair thanked the Assistant Director for her work in relation to this review.

15.11 EQUAL OPPORTUNITIES REPORT (Ref: paper SC15.11)

The Assistant Director drew members’ attention to the Executive Summary of the Report. She highlighted the continuing need to seek to improve the under-presentation of one community in applications for the College’s workforce and to continue to strive to increase the number of applications from people with disabilities. The Assistant Director also tabled a paper on the advertisement medium used by applicants by community background. It was proposed by Mrs Doherty seconded by Mr Murphy and agreed to recommend to the Governing Body the adoption of the Report.

15.12 ARTICLE 55

It was agreed that the factual report would be forwarded to the Equal Opportunities Commission and that the recommendations contained in it would be considered at the next meeting of the Committee.

Action: Assistant Director to bring Article 55 recommendations to next Committee meeting.

15.13 CORRESPONDENCE

None.

15.14 ANY OTHER BUSINESS

The Assistant Director outlined particular difficulties in operating the present arrangement for Access NI checks for part-time staff. It was proposed by Mrs Doherty seconded by Mr Murphy and agreed to recommend to the Governing Body that Access NI checks for part-time staff would be valid for the academic year in which they were assessed.

Date of next meeting: It was agreed that a meeting may be required on Thursday 16 September 2010, subject to sufficient business, to commence at 4.00pm in Strand Road.

The Chair closed the meeting at 7.00pm.

Signed: _____ (Chair)

Date: _____