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**MINUTES OF THE TWENTY FIRST MEETING OF THE STAFFING COMMITTEE OF THE GOVERNING BODY OF THE NORTH WEST REGIONAL COLLEGE HELD IN THE BOARDROOM, STRAND ROAD CAMPUS ON MONDAY 20 JUNE 2011 AT 3.30PM**

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**PRESENT:** Dame Geraldine Keegan (Chair)  
Mr M Agnew  
Mrs J Doherty  
Mr H Faulkner  
Mr D McMahan  
Prof F Monds  
Mr S Murphy (Principal and Chief Executive)

**IN ATTENDANCE:** Mrs K Duffy (Director, Workforce Development & Administration)  
Mr D McClelland (Secretary)

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**21.1 APOLOGIES**

All members were present.

**21.2 DECLARATION OF INTERESTS**

No member declared a conflict of interest in the business of the meeting.

**21.3 MINUTES OF MEETING HELD ON 5 MAY 2011**

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

*Action: Secretary to publish approved minutes asap.*

**21.4 MATTERS ARISING**

**20.9 Redundancies Update.** In relation to the compulsory redundancy, the Principal reported that no reply had been received from the person concerned on the offer of a new post although the deadline for their reply had expired. Members supported management's strategy on seeking to conclude the matter.

**21.5 CHAIRMAN'S BUSINESS**

1. The Chair commended the high degree of team spirit and co-operation she had observed amongst staff on her recent visit to the Worldskills Training evening at the Limavady Campus.
2. On the invitation of the Chair, the GB Chair related to members details of an informal conversation he had had with the Minister on College staffing issues. After discussion it was proposed by Mrs Doherty seconded by Mr Agnew and agreed to recommend to the Governing Body that it forwards to the Minister a copy of the recent Internal Audit review on the College's Human Resources Function which included an examination of records relating to staff disciplinary processes and that he be informed that Internal Audit will be asked to carry out a review of College redundancy procedures as part of its plan for 2011/12.

*Action: GB Chair & Audit Chair to liaise over this matter.*

**21.6 APPOINTMENTS AND RESIGNATIONS (Ref: Paper SC21.6 tabled)**

The Director referred members to the paper containing a list of recent appointments and forthcoming leavers. Members noted the paper.

**21.7 STAFFING ISSUES (Ref: paper SC21.7)**

The Director referred members to the updated paper. It was proposed by Mrs Doherty seconded by Mr Murphy and agreed to recommend to the Governing Body that the requests from 4 members of staff for career breaks be granted.

**21.8 LEGAL CASES UPDATE (Ref: paper SC21.8 tabled)**

The Director referred to one case pending.

**21.9 ‘LISTENING TO STAFF’ SURVEY UPDATE**

The Director tabled a paper detailing results from the survey carried out amongst staff during May this year. Also shown were comparative figures for last year. The Chair commented on the significant improvement shown by the analysis. In reply to a question, the Director said that action plans were being implemented in areas where improvement had been limited. Members considered that, in addition, it might be useful to analyse the survey results by School.

**21.10 REDUNDANCIES UPDATE**

The Principal reported on the outcome of 2 appeals.

**21.11 EQUALITY SCHEME (Ref: paper SC21.11)**

The Director explained that the Equality Commission had published revised statutory guidance and a model equality scheme. Taking this model into account, the sector had drawn up a scheme which colleges could then adapt before sending it to the Commission for approval. It was proposed by Prof Monds seconded by Mr Agnew and agreed to recommend to the Governing Body that the College’s draft scheme be approved.

**21.12 EQUAL OPPORTUNITIES REPORT 2010/11(Ref: paper 21.12)**

The Director referred members to the report. She mentioned the slight improvement in numbers of applications from the under-represented community. Members agreed that the College should continue to take measures towards correcting the imbalance. Members noted the report.

**21.13 CORRESPONDENCE**

None.

**21.14 ANY OTHER BUSINESS**

The Secretary was requested to seek guidance from DEL on the legitimacy of Committees meeting ahead of the first meeting of the reconstituted Governing Body in September 2011.

Action: Secretary to enquire from DEL on the matter.

**Date of next meeting:** TBA

The Chair closed the meeting at 5.05pm.

Signed: \_\_\_\_\_

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