

**MINUTES OF THE SIXTEENTH MEETING OF THE STAFFING COMMITTEE OF THE GOVERNING BODY OF THE NORTH WEST REGIONAL COLLEGE HELD IN THE BOARDROOM, STRAND ROAD CAMPUS ON 25 OCTOBER 2010 AT 3.00PM..**

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**PRESENT:** Dame Geraldine Keegan (Chair)  
Mrs J Doherty  
Mr H Faulkner  
Mr D McMahon  
Mr S Murphy (Principal and Chief Executive)

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

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**16.1 APOLOGIES**

All members were present.

**16.2 DECLARATION OF INTERESTS**

Mrs Doherty declared an interest in item 16.7

**16.3 MINUTES OF MEETING HELD ON 14 JUNE 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.*

**16.4 MATTERS ARISING**

**15.10 Review of Recruitment & Selection procedure.** The Director (WD & A) agreed to organise an update on recruitment & selection training for GB members.

**16.5 CHAIRMAN'S BUSINESS**

No business was conducted under this heading.

**16.6 APPOINTMENTS AND RESIGNATIONS (Ref: Paper SC16.6)**

The Director referred to issues in the paper. In reply to a question she explained that 'pending' appointments were initially temporary in nature until the outcome of possible re-deployment of other staff was known. In reply to another member's question she stated that exit interviews were conducted with members of staff upon resignation. Members noted the paper's contents.

**16.7 STAFFING ISSUES (Ref: paper SC16.7)**

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

- 4 persons requesting career breaks
- 2 persons requesting permanent reduction in working hours

- 7 persons requesting reduction in working hours
- 1 person requesting extension to reduction in working hours
- 3 persons requesting increase in working hours
- 1 person requesting unpaid leave.

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

In relation to a further request from a member of staff to undertake paid work during her career break it was proposed by Mrs Doherty seconded by Mr McMahon and agreed, subject to the nature of the work being within policy guidelines, to recommend to the Governing Body that the request be approved.

It was also agreed that it would no longer be necessary for requests from staff for reduction (or increases) in working hours or for unpaid leave to come before the Committee for approval except in cases of unusual circumstances.

*Action: Director to determine if request for paid work to be undertaken during career break falls within policy guidelines.*

#### **16.8 LEGAL CASES UPDATE (Ref: paper SC16.8 tabled)**

The Director reported that four cases had arisen since the last meeting of the Committee. Three of these cases have been withdrawn and one is on-going.

#### **16.9 LISTENING TO STAFF**

#### **16.10 INDUSTRIAL RELATIONS ON STRAND ROAD CAMPUS**

It was agreed to take these two items of business together.

The Director circulated a number of papers in relation to this item:

- The analysis of the 'Listening to staff' survey showing the NWRC responses compared with average sector response and also the responses from individual NWRC campuses. She pointed out that responses from the Strand Road campus were a cause for concern.
- A comprehensive list of comments made by staff in relation to survey issues
- Responses from a follow-up questionnaire to staff inviting suggestions which could assist in areas where improvement was needed
- A list of recommendations to address the issues raised by the survey.

The Committee Chair commented on the value of the whole exercise and its potential to improve staff relations. The Principal indicated that it would be necessary to develop a time-scale within which the recommendations would be implemented.

The Committee Chair thanked the Director for the work carried out in relation to the survey.

#### **16.11 ARTICLE 55 ( Ref: paper SC16.11 tabled)**

The Director outlined results of an analysis which had been conducted in relation to the under-representation of one community in the College workforce. She mentioned a number of recommendations which the College would be implementing in seeking to redress the balance.

#### **16.12 REDUNDANCIES**

The Principal tabled correspondence which he would be sending to the staff associations in relation to potential redundancies which could take effect by 31 August 2011 at the latest.

**16.13 RESTRUCTURING**

The Principal reported that advertising and short-listing for the Heads of Schools had taken place and interviews would follow shortly.

**16.14 CORRESPONDENCE**

None.

**16.15 ANY OTHER BUSINESS**

No business was conducted under this heading.

**Date of next meeting:** It was agreed that a meeting should be arranged for November. Members to be consulted on date and time.

The Chair closed the meeting at 4.45pm.

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

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