

**MINUTES OF THE FIRST MEETING OF THE STAFFING COMMITTEE OF
THE GOVERNING BODY OF THE NORTH WEST REGIONAL COLLEGE
HELD IN THE BOARDROOM, STRAND ROAD CAMPUS, ON WEDNESDAY 29
AUGUST 2007 AT 4.00 PM**

PRESENT: Mr H Faulkner (Chair)
Mrs J Doherty
Mr S Murphy (Director)

IN ATTENDANCE: Mr E Beattie (GB Chair)
Mr D McClelland (Acting Secretary)

Mr Beattie assumed the Chair and welcomed all to the meeting.

1.1 APOLOGIES

Apologies were received from Dame G Keegan and Ms K Duffy (Assistant Director, Human Resources)

1.2 APPOINTMENT OF CHAIRPERSON

It was agreed that the Chairperson should serve for the term of the Governing Body. Mr H Faulkner was then proposed for Chairperson by Mrs Doherty seconded by Mr Murphy.

Mr Faulkner assumed the Chair and thanked members for their support. He expressed the desire that he would also have the confidence of Committee members not present.

It was agreed to defer the election of a Vice-Chairperson until the next Committee meeting.

1.3 TERMS OF REFERENCE

Members agreed the terms of reference set out in the Articles of Government. The following additional terms of reference were agreed:

- Monitor the operation of staff appraisal schemes
- Monitor the religious and ethnic composition of staff
- Monitor the absentee and sickness statistics for staff
- To develop a review of procedures (staff related).

1.4 COMMITTEE POWERS

It was agreed that selection panels as outlined in the College's Recruitment and Selection Policy document should be given delegated powers of relevant staffing appointments with a list of all such appointments being notified to the Committee.

It was agreed that the Committee should act as the initial hearing panel for any staff disciplinary matter which required the involvement of members of the Governing Body.

1.5 ARRANGEMENTS FOR REPORTING TO THE GOVERNING BODY

It was agreed that draft minutes of Committee meetings together with papers considered at meetings would be circulated to all members of the Governing Body within 10 days of the meeting. In addition a report from the Chair of the Committee would be made at the following Governing Body meeting.

1.6 MEMBERSHIP SUBSTITUTION

It was agreed that this matter should be dealt with by the Governing Body.

1.7 TRANSFER OF STAFF TO THE NEW AREA COLLEGE

The Director drew members' attention to the paper relating to the sector-wide agreement which was being implemented in the transfer of staff to the new area college.

1.8 RECRUITMENT AND SELECTION POLICY

The Director indicated that the policy had been approved by the former Temporary Executive Committee and adopted by the Governing Body at its last meeting.

1.9 ORGANISATIONAL REVIEW

The Director commented on the revised discussion paper. It was agreed that the paper should be circulated to Unions and staff allowing one month for responses.

1.10 ANY OTHER BUSINESS

- (1) A request for a 1 year career break for a member of the non-teaching staff was agreed.
- (2) The Director agreed to organise training in recruitment and selection for Committee members and other members of the Governing Body who required it.

DATE OF NEXT MEETING

The secretary was asked to liaise with the Assistant Director, Human Resources to agree a suitable date.

This being all the business the Chair closed the meeting at 4.50 pm.