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**MINUTES OF THE FORTY SEVENTH MEETING OF THE STAFFING COMMITTEE OF THE GOVERNING BODY OF THE NORTH WEST REGIONAL COLLEGE HELD IN THE STAFF DEVELOPMENT ROOM, TOWER BUILDING, STRAND ROAD ON MONDAY 12 SEPTEMBER 2016 @ 1700.**

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**PRESENT:** Mrs C McFarland (Chair) from 17:18  
Mr M Agnew  
Mr S Atcheson  
Mrs R Dougherty  
Mr P Laughlin  
Mr L Murphy (Principal & Chief Executive)

**IN ATTENDANCE:** Mrs K Duffy (Director of HR & Learner Services)  
Mrs E Doherty (Governance Secretary)  
Mr W Laverty (Change Manager) until 1745

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Mr M Agnew kindly agreed to act as Chair until Mrs McFarland arrived. He welcomed everyone to the meeting.

**47.1 APOLOGIES**

There were no apologies received.

**47.2 CONFLICT OF INTEREST DECLARATIONS/DECLARATIONS OF AOB**

There were no conflict of interest declarations/declarations of any other business.

**47.3 MINUTES OF THE MEETING HELD ON 15 JUNE 2016**

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Draft Minutes of the Staffing Committee meeting held on 15 June 2016.

It was taken that the Minutes were read and were an accurate record of the meeting.

**PROPOSED;** Mr S Atcheson

**SECONDED;** Mrs R Dougherty

*At this juncture Mrs McFarland arrived to the meeting.* Mrs McFarland thanked Mr Agnew for acting as Chair.

**47.3.1 MATTERS ARISING – JUNE 2016 COMMITTEE MEETING**

**46.5.3 Staffing Issues**

To recommend to the Governing Body approval for two employees to take career breaks.

**Action;** Approved by the Governing Body on 29 June 2016.

**8. College Sickness Absence**

The Director to bring a detailed report on College Sickness Absence to the next meeting.

**Action:** Item included in today's meeting, SC47.5 HR Services Management Report, Appendix 6

**46.7 Revision of Articles of Government**

To recommend to the Governing Body the proposed changes to the Articles of Government.

**Action:** Approved by the Governing Body on 29 June 2016.

**47.3.2 Minutes of Reserved Business of meeting held on 15 June 2016  
Matters Arising**

The Chair indicated these items will be taken under Reserved Business.

**47.4 CHAIR'S BUSINESS**

The Chair reported to the Committee that Dr B Burns had formally resigned as a member of the Committee and Board as at 7 September 2016.

**47.5 HR SERVICES MANAGEMENT REPORT; Mrs K Duffy, Director of HR & Learner Services****➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Paper SC 47.5	HR Services Management Report
Appendix 1	Recruitment Update Report
Appendix 2	Appointment & Leavers Report
Appendix 3	Staffing Issues Report
Appendix 4	Staff Development Plan 2016-17
Appendix 5	Section 75 Progress Report April 2015 – March 2016
Appendix 6	Analysis of Sickness Absence 2015-16

The Chair invited The Director of HR & Learner Services to present her Report to members. The Director reported on the following: -

**1. Recruitment and Selection Update – Appendix 1**

A total of 19 recruitment exercises had been completed since June 2016. The Director indicated that 47 exercises were in total managed since June 2016, the exercise is not classified as 'complete' until all procedures are finalised.

**Appointments & Leavers – Appendix 2**

Discussion followed on the challenges in recruiting in certain skills areas. The Principal indicated that the College is not unique in this matter, the Sector as a whole experience the same pressures.

**2. Staffing Issues**

A member of staff had requested a career break extension. The extension could not be processed as the procedure had not been complied with. The decision was supported by the Line Manager.

**PROPOSED;** Mr M Agnew

**SECONDED;** Mr P Laughlin

A further request was received for a career break for one year from 1 September 2016 – 31 August 2017. This request was approved by Management based on the discretion provided by the Governing Body. The above was supported by the Line Manager and Directorate.

The Committee ratified the decision.

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### 3. Legal Case

The Director provided an update to members on the current case. A new case had been received and is ongoing.

### 4. Appraisals

The Director referred members to the Report and indicated that the update on Appraisals is provided in the format of the previous Schools. The new Departments are effective from 1 September 2016, future reports will reflect the new structure. The Director went through the Report with explanations from Schools on the outstanding appraisals. Discussion followed and the Chair noted her concern that some appraisals were outstanding for some time. The Principal indicated that he will report back to the Heads of Department on this matter at their next monthly meeting.

**AGREED ACTION; The Principal to discuss with the Heads of Department the concerns of the outstanding appraisals at their next monthly meeting.**

### 6 Staff Development

The Annual Teaching & Learning Conference will be held on 1 February 2017 and will be facilitated by Mr Paul Woodward BA (Hons), PGCE, MA.

#### Teaching Thinking courses

Due to positive feedback a further course is planned for the 2016/17 academic year. A 'Teaching Thinking Level 2' course will be offered to those staff who previously attended the Teaching Thinking Certificate.

The Director was pleased to report that as part of the expansion of the Learning and Development Hub, the Academy of Teaching Excellence will be launched in Semester 2.

#### Staff Development Plan 2016/17- Appendix 4

The Staff Development Plan identifies how the College will meet its strategic objectives by ensuring the provision appropriate support, training and continuing professional development for all staff. Heads of Departments/Schools are required to identify the development needs for their specific areas in line with the College Development Plan and this is incorporated in the plan for 2016-17 academic year. The appraisal scheme outcomes for staff are also incorporated into the Staff Development Plan.

Members approved the plan.

**PROPOSED;** Mr S Atcheson

**SECONDED;** Mr M Agnew

### 7 Health & Wellbeing

The NWRC Health & Wellbeing Programme for staff in is going from strength to strength with membership now at 172. Some Running Club members recently participated in the Waterside Half Marathon. A variety of events is on offer for the Autumn programme.

### 8 College Sickness Absence 1 August 2015 – 31 July 2016 – Appendix 6

The Report provides a detailed analysis of sickness absence data for the College from 1 August 2015 to 31 July 2016.

The Sector figures were now available and the College was ranked third in the All Staff Absent category; the percentage average for the Sector was 3.38% with the College percentage at 3.47%. The Director reported there was a noticeable shift to shorter term

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absence (self certification category) for both lecturing and support staff. Members noted their concerns on this shift and stressed the importance for continued monitoring.

#### **9 Equality What's New for 2016-2017**

This year's range of proposed activities has been developed which includes International Day of Peace, Parenting NI Sessions and Global Accessibility Awareness Day.

#### **Progress Report – Appendix 5**

The annual Progress Report was submitted to the Equality Commission on 16 August 2016. This will progress to the Governing Body for signing off at their next meeting.

#### **10 Policies & Procedures**

Policies recently closed for consultation were: Code of Conduct, Freedom of Information and Careers Education Information Advice and Guidance Policy. Several policies have just gone out for consultation.

#### **11 Access NI**

Last year HR Services processed approximately 900 applications for Enhanced Disclosure Certificates. The AccessNI check for 2016/17 for students is currently underway. The Director reported that the new online system has greatly improved efficiency.

The Chair indicated that item 13 will be discussed under Reserved Business.

#### **14 Awards**

The Director listed the awards the HR Services team received during 2015-16; Healthy Workplace Award; Employer of Choice Award, (shortlisted finalist); Workplace Wellbeing, (shortlisted); Family Friendly Initiative.

#### **47.6 CORRESPONDENCE**

The Director indicated this item would be taken under Reserved Business.

#### **47.7 AOB**

The Director reported a member of the Governing Body is invited to attend for the presentation of the IIP Award in Belfast Castle with the Principal.

It was agreed the invitation be offered to the Chair of the Governing Body in the first instance and then to the Chair of the Staffing.

**AGREED ACTION; The Chair of the Governing Body to be invited to attend the presentation of the IIP Award. In his unavailability, the Chair of the Staffing Committee will attend.**

#### **47.8 RESERVED BUSINESS**

Recorded separately.

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**Date of Next Meeting: 9 November 2016**

That being the end of the public section of College business the Chair thanked everyone for attending and closed the meeting at 1745. The meeting went into private session.

Signed: \_\_\_\_\_ Chair  
Mrs C McFarland

Date: 14 November 2016