
MINUTES OF THE FIFTY FIRST MEETING OF THE STAFFING COMMITTEE OF THE GOVERNING BODY OF THE NORTH WEST REGIONAL COLLEGE HELD IN THE BOARDROOM, LIMAVADY CAMPUS, ON WEDNESDAY 14 JUNE 2017 @ 1800.

PRESENT:	Mrs C McFarland (Chair) Mrs R Dougherty Mr P Laughlin
IN ATTENDANCE:	Mrs K Duffy (Director of HR & Learner Services) Mrs É Doherty (Governance Secretary)

The Chair welcomed everyone to the meeting.

51.1 APOLOGIES

Apologies were received from Mr L Murphy and Mr S Atcheson.

51.2 CONFLICT OF INTEREST DECLARATIONS/DECLARATIONS OF AOB

There were no conflict of interest declarations. The Director reported she had an item to discuss under AOB.

51.3 MINUTES OF THE MEETING HELD ON 11 APRIL 2017

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Draft Minutes of the Staffing Committee meeting held on 11 April 2017.

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

PROPOSED; Mr P Laughlin

SECONDED; Mrs R Dougherty

51.3.1 MATTERS ARISING – APRIL 2017 COMMITTEE MEETING

50.3 Matters Arising

AGREED ACTION; - Recommendation from February 2017 Committee meeting requiring Governing Body approval. This was inadvertently not approved at the Governing Body meeting in March 2017. The item proceeded through the Governing Body meeting on 24 May 2017:

'It was agreed to recommend to the Governing Body that all posts will be advertised externally and basic grade posts will be temporary in the first instance. The Director to prepare a process whereby P&CE can review the status of difficult to fill posts.'

Update: Approved at Governing Body meeting on 24 May 2017.

50.5 Management Report

AGREED ACTION; Career Break Request

Update: Approved at the Governing Body meeting on 24 May 2017.

Staff Development - Concerns regarding the number of lecturing staff not participating in Staff Development to be referred to Management to develop proposals for a solution.

Update: Plans are in place to improve staff engagement with a Principal led day currently being organised.

AGREED ACTION;

IIP-HR to draft a plan with a start date of September 2017 towards achieving the new IIP Generation VI Standard.

Update: Draft plan to come to the first Committee meeting of the academic year 2017/18.

51.4 CHAIR'S BUSINESS

The Chair had no further business to discuss under this item.

51.5 HR SERVICES MANAGEMENT REPORT; Mrs K Duffy, Director of HR & Learner Services

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Paper SC 51.5	HR Services Management Report
Appendix 1	Recruitment Update Report
Appendix 2	Appointments & Leavers Report
Appendix 3	Appraisals
Appendix 4	Staff Development
Appendix 5	Equal Opportunities Report 2017
	Sub Appendix 1 Fair Employment Monitoring Return
	Sub Appendix 2 Comparison of Main Equality Data over a 5 year period

➤ **TABLED TO ALL MEMBERS**

Appendix 6	HR Services Operational Plan Update June 2017
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The Chair invited The Director of HR & Learner Services to present her Report to members. The Director highlighted the following within her report: -

1 Recruitment and Selection Update – Appendix 1

A total of 21 recruitment exercises have been actioned since the April 2017 Staffing Committee meeting. HR Services have reviewed a number of their recruitment practices over recent months in response to difficulties experienced recruiting specific posts. All job descriptions now include a paragraph outlining why NWRC is an employer of choice with particular emphasis on the terms, conditions and benefits of working at the College. It also highlights to applicants for all fulltime and AL posts that the College will support and fund the Certificate in Teaching and the PGCE to those who are not teacher trained.

Advertising posts on local radio appears to attract applicants in the craft areas. Advertising in the press may be necessary for difficult to fill and specific levels of posts.

2 Appointments & Leavers – Appendix 2

Members noted the Report.

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- 3 Staffing Issues** - Application for a career break from 1 September 2017 to September 2018. The VP of Curriculum & Information Services has recommended that the career break be granted. The Director provided detail to the Delegation of Authority Policy that was applied in this case. The Staffing Committee were satisfied with this.
- A further application for a career break had been received for 1 September 2017 to 31 August 2018. The Director of Finance & Economic Engagement has recommended the career break be granted.
- PROPOSED;** Mr P Laughlin
SECONDED; Mrs C McFarland

A request was made under The Employers Discretion under LGPS Regulations and was considered by the Committee. The Committee declined the request.

- 4 Legal Case** - The Director notified members that the complainant had withdrawn their claim in relation to the IT application resulting in the claim being dismissed.
- 5 Appraisals** - Appraisals for academic staff are progressing with action plans in place.
- 6 Staff Development** - The key issue for Staff Development is to increase engagement from staff. The Academy of Excellence was launched in February 2017 to support the ongoing and continuous development of staff. A number of OCN accredited course have been offered to staff. Plans are ongoing to make these courses available in all campuses from September 2017.

The Director noted that the College plans to become a beacon College in Technology Enhanced Learning (TEL) by January 2018.

- 7 Health & Wellbeing** - The Health & Wellbeing Programme has now increased membership to 300 staff. An end of year health/activity day for staff is being organised for 21 June 2017 in the Foyle Arena.
- 8 College Sickness Absence**

➤ **TABLED TO ALL MEMBERS**

Item 8.2 – amended chart showing percentage days lost between September 2016 and April 2017 by the four Academic Departments.

College sickness absence statistics are reducing; % Lost Time Rate Teaching April 2017, 4.35% (April 2016, 6.05%).

Percentage Lost Time Rate for non-teaching, April 2017, 3.97% (April 2016, 4.43%).

- 9 Equality** - The contract with DisabledGo was extended to allow the service provided by DisabledGo to continue as before by offering information on accessibility for people with a disability to all colleges in the sector.
- The College Equality Scheme was reviewed and updated. The College has agreed to sign up to the Equality Commission's Mental Health Charter to promote good mental health. The College has retained the 'Louder than Words' accreditation for the second year showing commitment and support towards deaf and hard of hearing people.

The Director referred to the Equal Opportunities Report June 2017, Appendix 5. Affirmative action continues to help address the imbalances in the applicant makeup and the workforce. The main concern within the data provided is that the percentage success rate had been problematic in the earlier years, improved significantly in 2016, but falling again in 2017.

AGREED ACTION; The Director to bring a report to the Committee in September 2017 with further work on data relating to success rates for 2017.

10 Policies and Legislation - The Admissions and Enrolments Policy is currently out for consultation with a closing date of 21 August 2017.

Organisations with 250 and more employees are required to publish information annually about the difference in pay between male and female employees. Regulations on Gender Pay Gap Reporting are due to come into effect from 30 June 2017. However, the Assembly must approve the regulations and due to the current political situation, this means there is no date for which the Regulations will be published. In the interim HR Services are preparing to ensure full implementation of the Regulations when they are passed.

11 Safeguarding - The Director referred to the Safeguarding report which detailed the range of issues students brought to the Safeguarding Team. Referrals were also made to a range of organisations.

It was highlighted from a report published by the Royal Society for Public Health and the Young Health Movement that some social media platforms have a positive impact on young people's mental health and wellbeing. Student Services aim to promote this through workshops delivered to students.

Other activities include working with Looked After Children (LAC), the Leaving & Aftercare Team, child exploitation promotion, and planned events on sexual health.

Voluntary Exit Scheme (VES) - The recent VES resulted in a number of staff accepting the offers made.

HR SERVICES OPERATIONAL PLAN MONITORING REPORT 2016/17

Members noted the report. It was suggested that further reports include a column with updates since the last reporting.

The Chair thanked the Director for her report and to the HR Services Team in compiling very comprehensive reports within the papers.

51.6 CORRESPONDENCE

No correspondence had been received.

51.7 ANY OTHER BUSINESS

The Director indicated a staffing issue may need Staffing Committee approval and the Director requested agreement from members that this could be communicated with the Chair and members via email. Members were content with this.

Date of Next Meeting: 18 September 2017

That being the end of College business the Chair thanked everyone for attending and closed the meeting at approximately 1900.

SIGNED; _____ **Chair**

Mrs C McFarland

DATE; 18 September 2017