
**MINUTES OF THE SIXTIETH MEETING OF THE STAFFING COMMITTEE HELD IN THE BOARDROOM,
STRAND ROAD CAMPUS, COMMENCING AT 1817**

PRESENT: Mrs R Dougherty, Vice Chair
Dr N Hand
Mr L Murphy, Principal and Chief Executive

IN ATTENDANCE: Mrs K Duffy, Director of HR & Learner Services
Mrs É Doherty, Governance Secretary

Mrs Dougherty, Vice Chair informed members that she had agreed to preside over the meeting in the absence of the Chair, Mrs C McFarland who had tendered her apologies.

60.1 WELCOME & APOLOGIES

Apologies were received from Mr P Laughlin and Mrs C McFarland.

60.2 CONFLICT OF INTEREST DECLARATIONS/DECLARATIONS OF ANY OTHER BUSINESS

There were no conflict of interest declarations. The Vice Chair indicated she had two matters to be discussed under any other business.

60.3 DRAFT MINUTES OF THE COMMITTEE MEETING HELD ON 8 APRIL 2019

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Draft Minutes of the Committee Meeting held on 8 April 2019

The Draft Minutes were taken as read and agreed were a true and accurate record of the meeting.

PROPOSED: Dr N Hand

SECONDED: Mrs R Dougherty

60.3.1 MATTERS ARISING

59.3 HR Services Management Report – Staff Appraisals

Agreed Action; Action Plan requested on outstanding appraisals

Update: Action Plan included with June papers (Ref; SC 60.5, 5.2)

60.4 CHAIR'S BUSINESS

The Vice Chair had no further business to raise and invited Mrs Duffy, Director of HR & Learner Service to present her report to members.

60.5 HR SERVICES MANAGEMENT REPORT – Mrs K Duffy, Director of HR & Learner Services

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Appendix 1 - Recruitment Update

Appendix 2 - Appointments & Leavers

Appendix 3 - Equal Opportunities Report, May 2019

Fair Employment Monitoring Return (01/01/19)

Appendix 4 - Safeguarding Report

Appendix 5 - HR Services Operational Plan – Monitoring Report May 2019

➤ **TABLED TO ALL MEMBERS**

- Appendix 2 - Appointments & Leavers Report (update)
- Appendix 6 - Equal Opportunities Policy - May 2019
Recruitment & Selection Policy - June 2019

The Director of HR & Learner Services brought members through the papers. Career breaks and extension to career breaks that had been approved were noted by members.

A request for a phased retirement was placed before the Committee for consideration.

Members discussed the request and were content to approve.

PROPOSED; Dr N Hand

SECONDED; Mrs R Dougherty

The Director continued her report and apprised members on two other staffing issues and then referred to the Action Plan that the Committee had requested from the Department of Science, Technology and Creative Industries in relation to appraisals outstanding for teaching staff. Members were content with the progress.

The Director highlighted key items including the positive feedback received from the pilot Erasmus teacher training course that was held from 3 – 6 June 2019. At the recent 'Best in Further Education Awards' ceremony a special presentation was made by the Wellbeing Team to Foyle Search and Rescue, the College's nominated charity. £15,150 had been raised from fundraising activities. The College has also been shortlisted for the prestigious INSPIRE Workplaces, Wellbeing Awards.

In reference to the sickness statistics the Director reported on the action taken to support and manage absences among support staff. The College has signed up to become a 'Just a Minute' (JAM) Card Friendly Organisation, an initiative established by NOW Organisation to raise awareness and address barriers for people with learning difficulties and communication barriers.

Other matters noted were the tabled policies, Equal Opportunities and the Recruitment and Selection Policies which had been recently reviewed. The College had received confirmation of an IIP accreditation extension until May 2020. This followed the successful completion of a strategic review which allows the College to retain its current award level until a full assessment is conducted in 2020.

The Equal Opportunities Report, May 2019, Fair Employment Monitoring Return (1 January 2019) was referred to. An imbalance still exists in the workforce and in applications from the Protestant community. However when compared with the previous year's figures, applicants from the Protestant community had increased by 3%. When Donegal applicants were removed the figure rose by 2% giving 25% applicants from the Protestant community. Affirmative Action programmes continues to help address the imbalance in the applicant makeup and the workforce.

In the exit interview/questionnaires, the majority of respondents rated the College as either 'very good' or 'good' in respect of the College being a fair employer in relation to the nine equality groups.

In concluding her report the Director provided members with a brief overview of the Safeguarding and HR Services Operational Plan Monitoring Report. The Vice Chair thanked Mrs Duffy for her comprehensive report.

60.6 SCHEDULE OF MEETINGS 2019/20 – RESOURCES COMMITTEE**➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Schedule of Meetings 2019/20

Members noted the Schedule, one member indicated he would not be available for the earlier start times.

AGREED ACTION; The Vice Chair and Governance Secretary to look at the schedule of meeting times again.

60.7 CORRESPONDENCE

There was no correspondence.

60.8 ANY OTHER BUSINESS

The Vice Chair referred to the Governing Body, May 2019 meeting when it was agreed to acknowledge and thank the Careers Academy Team on receipt of the Association of Colleges' Beacon Award. A suggestion on an appropriate way to acknowledge this was discussed and it was agreed to seek the Governing Body Chair's approval for this.

AGREED ACTION; Governance Secretary to contact the Governing Body Chair.

The Vice Chair suggested that going forward any Internal Audit recommendations regarding Staffing matters should be reported through the Committee. Members agreed with this.

60.9 RESERVED BUSINESS

Taken separately.

That being the end of this section of business the Vice Chair thanked everyone for attending and closed the meeting at 1935.

Mr L Murphy and Mrs K Duffy left the meeting at this juncture.

Date of Next Meeting; 18 September 2019

Signed: _____ **Chair**
Mrs R Dougherty

Date: 18 September 2019