
MINUTES OF THE FIFTY THIRD MEETING OF THE STAFFING COMMITTEE OF THE GOVERNING BODY OF THE NORTH WEST REGIONAL COLLEGE HELD IN THE STAFF DEVELOPMENT ROOM, STRAND ROAD CAMPUS, ON WEDNESDAY, 8 NOVEMBER 2017 @ 1700.

PRESENT: Mr S Atcheson (Vice Chair)
Mrs R Dougherty
Dr N Hand (from 1715)
Mr L Murphy (Principal & Chief Executive) from 1720
Mr P Laughlin

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

Mr Atcheson (Vice Chair) welcomed everyone to the meeting and reported he was chairing the meeting in the absence of the Chair, Mrs C McFarland.

53.1 APOLOGIES

Apologies were received from Mrs C McFarland.

53.2 CONFLICT OF INTEREST DECLARATIONS/DECLARATIONS OF AOB

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

53.3 MINUTES OF THE MEETING HELD ON 18 SEPTEMBER 2017

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Draft Minutes of the Staffing Committee meeting held on 18 September 2017.

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

PROPOSED; Mrs R Dougherty

SECONDED; Mr S Atcheson

53.3.1 MATTERS ARISING – September 2017 Committee Meeting

52.4 **Chair's Business, Recognising and acknowledging Staff**

Update: Updates to come through the Committee. On the Agenda for February 2018 Committee meeting.

52.5 **Management Report**

Section 75, Equality Report April 2016- March 2017

To proceed to the Governing Body for signing off by the Governing Body Chair, Principal & Chief Executive.

Update: Actioned at the Governing Body meeting on 10 October 2017

Safeguarding Report – Report to come to next Committee meeting

Update: Agenda item for November 2017 (ref 53.5, Report 4)

IIP -Agreed for updates to come through the Committee on a quarterly basis.

Update: On the Agenda for February 2018 Committee meeting.

53.4 CHAIR'S BUSINESS

The Vice Chair had no business to discuss.

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

Paper SC 53.5	HR Services Management Report
Appendix 1	Recruitment Update Report
Appendix 2	Appointments & Leavers Report
Appendix 3	Appraisals Summaries
Appendix 4	Safeguarding Report June – October 2017
Appendix 5a	HR Services Annual Report 2016-17
Appendix 5b	HR in Pictures
	HR Operational Plan 2017-18 – rescheduled to next Committee meeting.

The Vice Chair invited The Director of HR & Learner Services to present her report to members. The Director highlighted the following within her report: -

Recruitment Update Report – Appendix 1

The Director reported that the last remaining difficult to fill post i.e. Lecturer in Fabrication and Welding had been filled. Preparations are underway for the establishment of a Recruitment Hub. This Hub is being established to improve recruitment in difficult to fill areas. A total of twenty-one recruitment exercises were completed since the last Committee meeting in September 2017.

Appointments & Leavers Report – Appendix 2

Members noted the report.

Staffing Issues

A salary request for an increased starting salary and a career break extension to 31 January 2019 were received. Members unanimously approved these.

Agreed Action: To recommend approval of these two requests to the Governing Body.

The Director tabled a further two requests for Committee consideration, a career break and an extension of payment of sick pay. The Director provided detail to these requests and answered queries from members. Members unanimously supported the granting of the requests due to the exceptional circumstances.

Agreed Action: To recommend approval of these two requests to the Governing Body.

The Director reported that the two applications submitted to the Industrial Tribunal had been withdrawn. A further Industrial Tribunal application had been received.

Discussion followed on the reporting of Appraisals to the Committee. Going forward it was agreed to provide exception reports to the Committee on the Appraisal data.

A member asked if any work had been undertaken regarding the effectiveness of the appraisals. The Director reported that work is currently taking place in this area and it was agreed to bring this data to the next Committee meeting.

AGREED ACTION; The Director to provide a report on the effectiveness of appraisals to the next Committee meeting.

The Director reported that workshops for academic staff were held to support preparation for the inspection. The Health & Well-being Programme has a current membership of 302 with a wide variety of activities and events. Staff were asked to nominate a College charity for the year, students then voted on the selected charities. The chosen charity was Foyle Search and Rescue.

Other business discussed included, data on sickness, it was agreed going forward to change the format of the reports provided to members. Equality work continues, the Equality Commission had reviewed the College's Annual Report for 2016-17 and had commented on the good work undertaken by the College. The College provided information to staff to raise awareness on World Mental Health Day on 10 October 2017.

Following a recent Student Equality Survey, comments were received requesting some activities for the mature students' needs. The College Student Liaison/Support & Events Officer is considering ways to help address these requests.

The College's Equality Working Group is currently reviewing the Cultural Diversity Code of Practice. Due to the new Gender Pay Gap Reporting the College is undertaking an audit to establish any gaps or difficulties with current practice.

The Director referred to the Student Services Safeguarding Report June – October 2017, which summarised the work/role of the Safeguarding Team. Members asked questions on the Report and the Director provided explanations to these.

In reference to the HR Services Annual Report 2016/17, members welcomed the report and passed thanks to the Director and her team. Going forward it was agreed that a more condensed report be provided to the Committee. A member requested that further explanation on the Policies and Procedures be incorporated into the report in relation to the origin of the Policies.

Discussion followed on the numerous legislation/compliance pieces that the College has to manage. It was agreed that the Principal and Director prepare a Business Case for the consideration of employing a Compliance Officer.

Discussion followed on the sub-group established from members of the Leadership & Management Team to discuss the actions identified within the IIP Action Plan. Members discussed this piece of work and it was agreed to place this item onto the next Committee meeting agenda.

Agreed Actions:

- **Business Case for a Compliance Officer to come through the Committee in February 2018.**
- **The HR Services Annual Report - Monitoring and Reporting of Policies and Procedures Report, to include further details on the origin of the Policies.**
- **IIP to be placed on the next Committee meeting Agenda.**

53.6 CORRESPONDENCE

There was no correspondence received.

53.7 SCHEDULE OF MEETINGS 2018

Members noted the paper.

53.8 ANY OTHER BUSINESS

There was no any other business to discuss.

53.9 RESERVED BUSINESS

Reserved Business to be taken separately.

Date of Next Meeting; 5 February 2018

That being the end of College business the Vice Chair thanked everyone for attending and closed this part of the meeting at 1810.

SIGNED; _____ **(Vice Chair)**
Mr S Atcheson

DATE; 13 FEBRUARY 2018

APPROVED