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**MINUTES OF THE FORTY EIGHTH MEETING OF THE STAFFING COMMITTEE OF THE GOVERNING BODY OF THE NORTH WEST REGIONAL COLLEGE HELD IN THE BOARDROOM, LIMAVADY CAMPUS ON MONDAY 14 NOVEMBER 2016 @ 1700.**

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<b>PRESENT:</b>	Mrs C McFarland (Chair) Mr M Agnew Mrs R Dougherty
<b>IN ATTENDANCE:</b>	Mrs K Duffy (Director of HR & Learner Services) Mrs E Doherty (Governance Secretary)

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The Chair welcomed everyone to the meeting.

**48.1 APOLOGIES**

Apologies were received from Mr L Murphy, Mr P Laughlin, Mr S Atcheson and Mr W Lavery.

**48.2 CONFLICT OF INTEREST DECLARATIONS/DECLARATIONS OF AOB**

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

**48.3 MINUTES OF THE MEETING HELD ON 12 SEPTEMBER 2016**

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Draft Minutes of the Staffing Committee meeting held on 12 September 2016.

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

**PROPOSED;** Mrs R Dougherty

**SECONDED;** Mr M Agnew

**48.3.1 MATTERS ARISING – SEPTEMBER 2016 COMMITTEE MEETING**

47.4 Appraisals – the Principal to discuss with the HOD's concerns on the outstanding appraisals at their next monthly meeting.

**Action;** The Principal confirmed at the Governing Body meeting on 4 October 2016 that he had spoken with the HOD's on this matter.

47.7 AOB – The Chair of the Governing Body to be invited to attend the presentation of the IIP Award. The Chair of Staffing Committee will attend if the Chair of the Governing Body is not available.

**Action:** The Chair of Staffing Committee attended the presentation with the Principal to receive the award on behalf of the College.

**48.4 CHAIR'S BUSINESS**

The Chair enquired on the up to date position regarding the joint forum with the Unions. The Director indicated it was the Principal's intention that a meeting is scheduled to take place pre-Christmas.

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

Paper SC 48.5	HR Services Management Report
Appendix 1	Recruitment & Selection Update Report
Appendix 2	Appointment & Leavers Report
Appendix 3	HR Services Annual Report 2015-16
Appendix 4	Staff Development Programme – Teaching Staff – Nov 2016 – Jan 2017
Appendix 4.1	Staff Development Programme – Support Staff – Nov 2016 – Jan 2017

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 22 recruitment exercises have been completed since the September 2016 Staffing Committee meeting.

**2 Appointments & Leavers – Appendix 2**

Members noted the Report.

**4 Legal Case**

The case pending has been withdrawn.

**5 Appraisals**

The Director brought members through an update on the Appraisals for Academic and non-teaching staff. There was no major concern in relation to non-teaching staff appraisals, however concerns were again noted in relation to the academic staff, despite the Principal addressing the issue recently with the Heads of Department (item 48.3.1). The Committee recognises the importance of the appraisal process and has asked for an action plan to be drawn up to address the issue of outstanding appraisals.

**AGREED ACTION;**

**Action Plan to be drawn up to address the issue of outstanding appraisals.**

**6 Staff Development**

Two recent staff development events were organised during the Halloween week, Strengthening Learning Workshop for all those staff based in HMP Magilligan. The event was attended by 16 staff. Project Based Learning was also offered to all teaching staff from across the College. The event was attended by 61 staff. Feedback on both events was positive.

The Director reported that a recent Audit was carried out by the Internal Auditor on Data Protection. The College received a 'limited' assurance rating. This was in respect to non-attendance of relevant staff at mandatory Data Protection training.

The Committee expressed their concerns regarding the vulnerability of staff who do not have essential training, particularly that mandated through legislation, eg Safeguarding.

**AGREED ACTION; The issue of mandatory training to be discussed by the College Leadership & Management Team and a plan drafted to address the issue. The need to attend mandatory training will be noted on staff members' appraisal records.**

**Staff Development Programme – Teaching Staff November 2016 – January 2017**

**Staff Development Programme – Support Staff November 2016 – January 2017**

It was noted that the above Programmes were recently uploaded onto MinutePad.

#### **8. College Sickness Absence**

The Director provided updated statistics for August and September 2016 in relation to percentage lost time rates;

	<b>August 2016</b>	<b>September 2016</b>
<b>Teaching</b>	1.01%	1.87%
<b>Non-teaching</b>	3.61%	3.49%

#### **9. Equality**

Recent awareness events have taken place for International Day of Peace, World Mental Health Day; Parenting NI. The College hopes to receive accreditation before the end of the academic year for the RNIB's Model of Excellence. Quiet rooms will be set up in all three campuses for students use.

#### **11 Access NI**

Approximately 750 applications have been processed since 1 September 2016.

#### **12 VES**

A total number released from the College on VES this year is 54 teaching, 27 support and 9 Managers.

#### **13 HR Services' Annual Report 2015-2016**

The Director took members through the report in detail. Members acknowledged the well presented, comprehensive report and thanked the Director and HR Team for their work.

#### **48.6 CORRESPONDENCE**

No correspondence has been received.

#### **48.7 AOB**

There was no other business to discuss.

#### **48.8 RESERVED BUSINESS**

##### **MINUTES OF THE RESERVED BUSINESS MEETING HELD ON 12 SEPTEMBER 2016**

##### **➤ TABLED TO ALL MEMBERS**

Draft Reserved Minutes of the Staffing Committee meeting held on 12 September 2016.

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

**PROPOSED;** Mrs R Dougherty

**SECONDED;** Mr M Agnew

**Date of Next Meeting: 8 February 2017**

That being the end of College business the Chair thanked everyone for attending and closed the meeting at 1800.

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

**Date: 13 February 2017**