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**MINUTES OF THE FORTY SIXTH MEETING OF THE STAFFING COMMITTEE OF THE GOVERNING BODY OF THE NORTH WEST REGIONAL COLLEGE HELD IN THE BOARDROOM, LIMAVADY CAMPUS ON WEDNESDAY 15 JUNE 2016 @ 1745.**

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

**IN ATTENDANCE:** Mrs K Duffy (Director of HR & Learner Services)  
Mr W Lavery (Change Manager) until 18:45  
Mrs É Doherty (Governance Secretary)

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The Chair welcomed everyone to the meeting.

**46.1 APOLOGIES**

Apologies were received from Mr P Laughlin

**46.2 CONFLICT OF INTEREST DECLARATIONS/DECLARATIONS OF AOB**

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

**46.3 MINUTES OF THE MEETING HELD ON 20 APRIL 2016**

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Draft Minutes of the Staffing Committee meeting held on 20 April 2016.

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

**PROPOSED;** Mr S Atcheson

**SECONDED;** Mr M Agnew

**46.3.1 MATTERS ARISING – APRIL COMMITTEE MEETING**

**45.3.1 Review of Committee's Terms of Reference**

To recommend approval of the amended Terms of Reference to the Governing Body.

**Action;** Approved by the Governing Body on 11 May 2016.

**45.5**

**6. Staff Development**

The Director to provide costings on attendance on the recent staff training sessions.

**Action:** Information provided within Management Report, June meeting papers.  
(Ref 46.5, no 6).

**9. Equality**

To recommend approval of the amended Equal Opportunities Policy to the Governing Body.

**Action:** Approved by the Governing Body on 11 May 2016.

Members to receive a copy of the amended Policy and a copy of the letter from the Equality Commission with their next Governing Body papers.

**Action:** Members received a copy with their Governing Body papers on 4 May 2016.

#### **11. Access NI**

The Director to provide further information on Access NI checks on Governors to the next meeting.

**Action:** Information provided within Management Report, June meeting papers (Ref 46.5, no 14).

#### **14. Review of Advertising Media**

To seek Governing Body approval on the recommendations within the Review of the Advertising Media.

**Action:** Approved by the Governing Body on 11 May 2016.

The Director to provide a member with a breakdown of the religious background of College staff from each Campus.

**Action:** Data included in the Equal Opportunities Report, June meeting papers (Ref 46.5, no 13). Report Ref 46.5, Appendix 4, page 15).

#### **45.6 Calendar of Proposed Meetings 2016/17**

Secretary to send members an amended Schedule

**Action:** MinutePad Schedule amended.

#### **46.4 CHAIR'S BUSINESS**

The Chair had no further business to discuss.

#### **46.5 HR SERVICES MANAGEMENT REPORT; Mrs K Duffy, Director of HR & Learner Services**

##### ➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Paper SC 46.5	HR Services Management Report
Appendix 1	Recruitment Update Report
Appendix 2	Appointment & Leavers Report
Appendix 3	Staffing Issues Report
Appendix 4	Equal Opportunities Report at 1 January 2016 Sub Appendix 1; Fair employment Monitoring Return Jan 2015- Jan 2016.
Appendix 5	HR Services Operational Plan Update June 2016
Tabled	Staffing Issues Report – Update on Appendix 3

In presenting the HR Services Management Report the Director noted the following:-

#### **1. Recruitment and Selection Update**

A total of 22 recruitment exercises had been completed since February 2016. The Director answered queries from members.

#### **2. Appointments & Leavers.**

Members noted the report.

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### 3. Staffing Issues

The Director tabled an updated report. A member of staff had requested a one year career break. A further member of staff had requested a two year career break. The requests were supported by Line Manager and the Directorate.

**It was agreed to recommend to the Governing Body approval for these two employees to take career breaks.**

**PROPOSED;** Mr M Agnew

**SECONDED;** Mr S Atcheson

The Director also wished to advise members on an issue of a sensitive matter. The Director confirmed there was no risk at present; however she would keep the Committee up to date with the matter.

### 4. Legal Case

The Director provided an update to members on the case.

### 5. Appraisals

The Director reported that further appraisals for academic staff had been completed. Assurances have been received that the remaining ones will be completed as soon as possible. The number of outstanding appraisals for non-teaching staff had also reduced. The Director added that following a recent audit, a record of reviews will be provided to the Staffing Committee quarterly.

### 6 Staff Development

Following a request at the last Staffing Committee meeting the Director referred members to the breakdown of costs per attendance for staff development events held since September 2015.

Measurable outcomes, where available, were also provided. It was noted that the feedback was positive on these events.

### 7 Health & Wellbeing

The NWRC Health & Wellbeing Programme for staff in partnership with Health @WorkNI continues to flourish with increased membership now at 152.

The College has been shortlisted for the prestigious, 'Irish News Workplace and Employment Awards 2016', under the category of, 'Workplace Wellbeing'. The College was also a finalist in the 'Business in the Community Responsibility Awards', under the category, 'Employer of Choice'.

### 8 College Sickness Absence

The percentage lost time rate for teaching staff increased from 3.53% in quarter 3 (14/15) to 5.97% in quarter 3 (15/16).

The figure for non-teaching staff also increased from 3.51% in quarter 3 (14/15) to 5.59% in quarter 3 (15/16).

The Director answered queries from members and the Director proposed to provide a detailed report for the year end to the next meeting.

**AGREED ACTION: The Director to bring a detailed report on College sickness absence to the next meeting.**

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**9 Equality**

The Director confirmed the new HR website has now an accessibility feature to allow service users who are blind or partially sighted to avail of the information on the website. There is also the facility for users to listen to the information contained within the website.

**10 Policy & Procedures**

Polices currently out for consultation: Code of Conduct, Freedom of Information and Careers Education Information Advice and Guidance Policy.

**11 Access NI**

The College has agreed to carry out Access NI checks for another company bringing the number of Service Level Agreements with external organisations to a total of six.

**12 Voluntary Exit Scheme (VES)**

The Director confirmed that on 23 May 2016, offers were made to 43 members of staff (33.61 FTE). Twenty nine staff (23.77 FTE) accepted the offer. Staff will leave from 30 June 2016 to 31 March 2017.

**13 Equal Opportunities Report**

In presenting the Equal Opportunities Report the Director stated that the religious imbalance still remains. An affirmative Action Programme is in place and the College continues to address the religious imbalances in both applicants and employees. The Director referred to page 15 of the Report which provided a breakdown of employees by location that covers the 'matters arising' item (46.3.1, no 14) as previously reported.

**14 Governing Body Members Access NI Checks**

Referring to Matters Arising (46.3.1, no 11) the Director confirmed that Governing Body members no longer require AccessNI checks following a change in the law. In 2008/09 when new legislation regarding safeguarding was introduced, the Department (DfE) took advice from the Department of Health and Social Services which dictated the new policy.

**HR Services Operational Plan Update June 2016 – item taken after 46.7.****46.6 Change Manager Update****➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Paper SC 46.6

IIP Assessment Report

The Change Manager was delighted to confirm that the College now meets the requirements of the Investors in People Standards and therefore reaccreditation is awarded. The Change Manager added that the Report was a very positive one. The next IIP Assessment will be against the new Generation 6 Framework.

The Committee members expressed their delight in the news and wished to formally thank the Change Manager and all the staff involved in their efforts in gaining recognition of this world –recognised Standard.

**PROPOSED;** Mr S Atcheson

**SECONDED;** Mr M Agnew

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*The Change Manager left the meeting at this juncture.*

#### **46.7 Revision of Articles of Government**

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Paper SC 46.7, Report 1	Draft Articles of Government
Report 2	Summary of changes to Articles
Tabled:	Rationale and context of proposed changes

The Principal reported that a review of the Articles of Government had been undertaken by the Sector to address a number of issues in the Articles that could be categorised into two broad headings; charitable status and employment. The issues relating to charitable status have been addressed to ensure Colleges can retain their charitable status and the many benefits that come from that. The employment issues relate to the prescriptive nature of the detail in the Articles and the proposed changes allow for Governing Body flexibility regarding the implementation of formal processes. The Principal highlighted that any changes to policies will be dealt with based on the current Industrial Relations Framework for the Sector.

It is planned that following approval of Colleges' Governing Bodies, the Sector will have a common template of Articles that will provide the framework for the work of all six regional Colleges.

The Director brought members through the Summary Changes paper in detail. Members discussed the papers and the Director answered queries.

**Members were content to recommend to the Governing Body the proposed changes to the Articles of Government.**

**PROPOSED;** Mr M Agnew

**SECONDED;** Mrs R Dougherty

#### **46.5 HR Services Operational Plan Update June 2016**

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Paper SC 46.5, APPENDIX 5      HR Services Operational Plan Update

The Director referred to the Paper which provided an update on progress to date this academic year. Members discussed the report and the Director answered queries.

The Chair thanked the Director for her report.

#### **46.8 CORRESPONDENCE**

There was no correspondence.

#### **46.9 AOB**

There was no Any Other Business to discuss.

#### **46.10 RESERVED BUSINESS**

Recorded separately.

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

**Date of Next Meeting: 12 September 2016**

**SIGNED;** \_\_\_\_\_ **CHAIR**  
Mrs C McFarland

**DATE; 12 September 2016**