

The Governing Body of Southern Regional College

Meeting of the Staffing Committee of the Governing Body scheduled for
Tuesday 07 October 2025 at 17.30 in the Boardroom, Banbridge Campus

Item No	Item	Papers	Action	Presenters	TOR
1.	Apologies for Absence	Verbal	Noting	Secretary	
2.	Declaration of Interests	Verbal	Noting	Chair	
3.	Minutes from the meeting on 20 May 2025	Enclosed	Approval	Chair	
4.	Matters Arising	Enclosed	Noting	Chair	
5.	Chair's Business	Verbal	Noting	Chair	
6.	Staffing Committee Annual Report	Enclosed	Noting	Chair	
7.	Staffing Committee Terms of Reference	Enclosed	Approval	Chair	
8.	Policy Review a) Organisational Development b) Menopause Policy and Guidance	Enclosed	Approval	Mrs Hughes	15
9.	Career Break Requests	Verbal	Approval	Mrs Hughes	12
10.	Annual Equality Progress Report	Enclosed	Noting	Mrs Hughes	3
11.	Organisational Development Plan 2025-2026	Enclosed	Approval	Mrs Hughes	13
12.	IIP People Wellbeing Report 2025	Enclosed	Noting	Mrs Hughes	13
13.	KPI Year End reports 2024-2025 a) Human Resources KPI Annual Report b) Organisational Development KPI Annual Report	Enclosed	Noting	Mrs O'Connor Mrs Boyle	3, 4, 10, 13
14.	Health & Wellbeing a) Charity Calendar 2025 b) Health and Wellbeing Calendar 2025-26	Enclosed	Noting	Mrs Boyle	14
15.	CEF Circulars • CEF 2024/03 FE Lecturers' Pay Award 01 September 2024 – 01 September 2025	Enclosed	Noting	Mrs Hughes	2
16.	Any Other Business				
17.	Review of Meeting				

Date and time of next meeting: Tuesday 24 February 2026 at 17.30 via TEAMS

Distribution List:

Members

Mr Gary McMurray (Chair), Mrs Lee Campbell (Principal / Chief Executive), Mrs Patricia McCaffrey, Mr Andrew Sloan, Dr Laura Milner and Dr Thomas Moore (Chair of Governing Body).

Attendees:

Mr Raymond Sloan (Director of Client Services), Mrs Ann Marie Hughes (Assistant Director of Human Resources and Development), Mrs Helen O'Connor (Acting Deputy Head of Human Resources), Mrs Bronagh Boyle (Acting Organisational Development Manager) and Mrs Emma Foster (Acting Secretary to the Governing Body).

Terms of Reference

The College's Governing Body has responsibility for the employment of all staff working in the College. The pay and conditions of all staff employed has been delegated to the College Employers' Forum, a collective negotiating body consisting of representatives from the six regional colleges.

The Staffing Committee is responsible for dealing with issues in relation to the recruitment , appointment, promotion and grading of all staff, other than senior management,

The responsibilities of the Staffing Committee are to:

1. Support the College's representatives on the College Employers' Forum when negotiating on pay and conditions and service of staff;
2. Monitor the implementation of all College Employers' Forum Circulars;
3. Ensure that all procedures, and their application, in relation to the recruitment, appointment, promotion, grading and remuneration of appropriate staff shall comply with industrial relations and equal opportunity legislation.
4. Ensure that matters relating to the conduct and discipline of staff, and staff grievances about their employment are in accordance with agreed policies and procedures.
5. Monitor the staffing structures operating within the College, to consider any proposed changes from senior management and to bring forward any recommended changes to structures to the Governing Body;
6. Take cognisance of appropriate Departmental guidance and circulars;
7. To consider any proposed redundancies;
8. Monitor staffing levels within the College;
9. Monitor staff sickness absence levels within the College;
10. Monitor the appraisal processes operating across all areas of the College;
11. Monitor industrial relations within the College;
12. Approve career break applications;
13. Monitor the provision of professional development for all staff;
14. Monitor the provision of health and wellbeing activities for all staff;
15. Review and approve local policies that fall within the remit of the Committee; and
16. Assist the Chief Executive on request in any way which is compatible with the above responsibilities.