

The Governing Body of Southern Regional College

Meeting of the Staffing Committee of the Governing Body scheduled for
Tuesday 24 February 2026 at 17.30 on TEAMS

Item No	Item	Papers	Action	Presenters	TOR
1.	Welcome and Apologies for Absence	Verbal	Noting	Secretary	
2.	Declaration of Interests	Verbal	Noting	Chair	
3.	Minutes of meeting 07 October 2025	Enclosed	Approval	Chair	
4.	Matters Arising	Enclosed	Noting	Chair	
5.	Chair's Business	Verbal	Noting	Chair	
6.	Staffing Committee Terms of Reference a) Clean Version b) Tracked Version	Enclosed	Approval	Chair	
7.	Career Break Requests	Verbal	Approval	Mrs Hughes	12
8.	Policy Review a) Providing References b) Parental Leave c) Time off in Lieu (TOIL) - Support Staff	Enclosed	Approval	Mrs Hughes	15
9.	HR Generalist KPI in year report September - December 2025	Enclosed	Noting	Mrs O'Connor	3,4,10,13
10.	Organisational Development KPI in year report September - December 2025	Enclosed	Noting	Mrs Boyle	13
11.	Staff Levels and Recruitment	Enclosed	Noting	Mrs Hughes	3,5,8
12.	IIP Update	Verbal	Noting	Mrs Hughes	14
13.	CEF Circulars CEF 2025/01 April 2025 Non-Teaching Staff Pay Scales and Rates	Enclosed	Noting	Mrs Hughes	2
14.	Any Other Business New FE Sector HR & Payroll system				
15.	Review of Meeting				

Date and time of next meeting: Tuesday 28 April 2026 at 17.30 on TEAMS

Distribution List:**Members**

Mr Gary McMurray (Chair), Mrs Lee Campbell (Principal / Chief Executive), Mrs Patricia McCaffrey, Mr Andrew Sloan 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 and Development), Mrs Bronagh Boyle (Organisational Development Manager) and Mrs Emma Foster (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.