

The Governing Body of Southern Regional College

Meeting of the Staffing Committee of the Governing Body scheduled for
Tuesday 20 May 2025 at 18.30 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 of meeting 04 March 2025	Enclosed	Approval	Chair	
4.	Matters Arising	Verbal	Noting	Chair	
5.	Chairman's Business	Verbal	Noting	Chair	
6.	Policy Review <ul style="list-style-type: none"> Charity Professional Membership Reimbursement 	Enclosed	Approval	Mrs Hughes	15
7.	Career Break Requests	Verbal	Approval	Mrs Hughes	12
8.	Fair Employment Monitoring Return (FEMR)	Enclosed	Noting	Mrs Hughes	8
9.	KPI In Year report	Enclosed	Noting	Mrs Hughes	3, 4, 10, 13
10.	Draft Organisational Development Plan 2025-2026	Enclosed	Noting	Mrs Hughes	13
11.	IIP Update	Enclosed	Noting	Mrs Hughes	13
12.	Health & Wellbeing <ul style="list-style-type: none"> a) Good for Me Good for FE Update b) Hybrid Working Survey Update <ul style="list-style-type: none"> i. Hybrid Survey – Sector Responses Jan 2025 ii. Hybrid Working Framework for Support Staff, SMT paper, 19 Feb 2025 iii. Hybrid Working Framework for Support Staff, Final 	Enclosed	Noting	Mrs Hughes	14
13.	Any Other Business				
14.	Review of Meeting				
Date and time of next meeting: Tuesday 7 October 2025 at 17.30 in the Boardroom, Banbridge campus.					

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 and Development) 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 main business of the Staffing Committee is to ensure that appropriate procedures are in place in relation to the recruitment, appointment, promotion, professional development and grading of all staff, other than senior staff.

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 significant strategic 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.