

**MINUTES OF THE MEETING OF THE STAFFING COMMITTEE OF THE GOVERNING BODY OF SOUTHERN REGIONAL COLLEGE HELD ON WEDNESDAY 31 JANUARY 2018 IN THE BOARDROOM, BANBRIDGE CAMPUS AT 18.30.**

**PRESENT:**

Mr Scott Alexander (Acting Chair)  
 Mr Brian Doran (Chief Executive)  
 Mr John Nugent  
 Dr Eileen Stewart

**IN ATTENDANCE:**

Mr Raymond Sloan, Director of Client Services  
 Mrs Ann Marie Hughes, Assistant Director Human Resources and Development  
 Miss Lindsay Armstrong, Secretary to the Governing Body

The meeting convened at 18.34.

In the absence of Mr Carson, Mr Alexander agreed to act as Chair for the meeting.

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mr Arder Carson and Mr Andrew Saunders.

**2. DECLARATIONS OF INTEREST**

The Chair reminded those present to declare at the start of the meeting any conflicts with regard to matters to be discussed. Mr Nugent stated that his daughter-in-law is due to start employment with SRC. Mr Nugent agreed to declare the appointment within the Register of Interests.

**3. MINUTES OF THE MEETING 20 SEPTEMBER 2017**

The Chair referred to the minutes of 20 September 2017. These were checked for accuracy and unanimously approved on the proposal of Mr Nugent and seconded by Dr Stewart.

**4. MATTERS ARISING**

Mrs Hughes stated that all recommended actions from the meeting of 20 September will be incorporated into the Annual Report on KPIs to be presented to the Committee in September 2018.

Mr Doran informed that an offer of employment has been made and accepted for the Health and Safety Manager role. Members agreed that the action to provide a granular report on Health and Safety be carried forward to allow the new appointee time to settle into their role.

Mr Doran advised that the Employee Standards policy was amended as recommended by the Committee, distributed to Members for comment and subsequently approved by the Staffing Committee.

Mr Alexander, Mr Nugent and Dr Stewart commented that they had valued the DfE Audit Training event on 25 January. Mr Nugent recommended maintaining a separate action sheet arising from Staffing Committee meetings.

ACTION by whom
Mr Nugent
Mrs Hughes
Mr Doran
Secretary

## **5. CHAIRMAN'S BUSINESS**

None.

## **6. KEY PERFORMANCE INDICATOR IN YEAR REPORT**

Mrs Hughes presented data on staff grievances, staff discipline, harassment cases, career break requests and sickness absence for the academic year 2017-2018. The Staffing Committee noted two new reporting fields; Formal Counselling and Staff Contracts.

The Committee noted that overall sickness absence remains below target at 2.69%.

## **7. CAREER BREAK REQUESTS**

Members were informed of two new career break applications and one extension request. They were advised that the applications met eligibility requirements and were endorsed and supported by their respective Heads of School in line with eligibility criteria stipulated within the career break policy

The three career break requests were sanctioned by the Staffing Committee and Mr Alexander signed off approval.

## **8. STAFF LEVELS AND RECRUITMENT REPORT**

Mrs Hughes provided a report on staffing levels as of December 2017 and variation on the previous year end.

The Members noted the report.

## **9. INVESTORS IN PEOPLE UPDATE**

Members were provided with the marketing poster 'a year in activities for EDE' and remarked favourably on the style and use of infographics. Mrs Hughes advised the Committee on the staff reward packages, family working options and information classes available. Members requested a copy of the Employee Perks Scheme.

Mr Sloan confirmed the charity partnerships chosen by cross campus poll of staff and students as The Kevin Bell Repatriation Trust, The Southern Area Hospice, Action Mental Health and Cancer Focus.

Mr Sloan advised of recent engagement with the Consumer Council and the Employee Reward and Benefit booklet launched to staff. He stated that the College intends to submit for the Health and Wellbeing award.

Mrs Hughes advised of the themes and performance stages of IIP accreditation.

The Committee noted the report.

## **10. EMPLOYEE DEVELOPMENT ACTIVITIES UPDATE**

Mrs Hughes provided a summary of training and development activities for SRC staff for the academic year 2016-2017, including the number of attendees and overall cost per training type.

Mrs Hughes

Discussion took place regarding the identification of training requirements through ED activities, school reviews and individual requests.

Members discussed the College's advancements in capacity and compliance under the HASMAP scheme.

The Committee noted the information.

Mr Nugent left the meeting at 19.26 and returned at 19.28.

#### **11. ONLINE MANDATORY TRAINING REPORT**

Mrs Hughes presented a report detailing the percentage of permanent, part time, casual and agency staffs' completion of the mandatory online programmes. Mrs Hughes advised of the development of a Sharepoint landing page and the relaunching of programmes as part of a cyclical refresher review.

The Members noted the information.

#### **12. ARTICLE 55 REPORT**

Mrs Hughes presented the Article 55 review detailing an analysis of the composition of the workforce, a review of workforce flows and employment policies, practices and procedures for the period from 1 January 2014 to 1 January 2016.

Members noted comparative figures relating to working patterns, religious declaration and location of workplace. Mrs Hughes advised that the differentials in reported data is reflective of catchment areas.

Mrs Hughes informed that the College has established a good working relationship with the Equality Commission and would continue to engage with the Employment Development Division to undertake any additional activities to address any areas of under representation.

The Committee noted the report.

#### **13. CEF CIRCULARS**

- **CEF 2018/01 – April 2017 Non-Teaching Staff Pay Rises**
- **FD (DoF) 12/16 Pay Remit Approval Process and Guidance**

Mr Doran presented the CEF circular 2018/01 advising of Non- Teaching Staff Pay Rates agreed with the Non-Teaching Staff Negotiating Committee.

Mr Doran informed Members that as there is no Minister in place DoF 12/16 Pay Remit and Approval Process and Guidance will apply, and the pay guidance for 2016-2017 will be carried over to 2017-2018.

Members noted the report.

#### **14. POLICY REVIEW**

None.

**15. ANY OTHER BUSINESS**

Members were advised of work undertaken to progress GDPR compliance including audits of data, analysis and briefing sessions.

Mr Doran advised that GDPR compliance has been included on the corporate risk register and will be reviewed further by the Audit Committee.

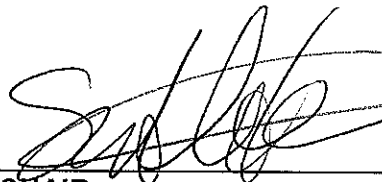
Mr Alexander referred to the recently published Cabinet Office Cyber Security Strategy and stringent data regulations regarding the use of email and sharing of information.

Mrs Hughes referred to the DEL circular published March 2010 stating there is no requirement for BIP Governing Body Members to undergo an enhanced disclosure.

**16. DATE AND TIME OF NEXT MEETING**

The next meeting of the Staffing Committee will take place on Wednesday 2 May 2018 at 18.30 in the Banbridge Campus.

The meeting concluded at 20.04.

  
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CHAIR

2/5/18  
\_\_\_\_\_  
DATE

