

MINUTES OF THE MEETING OF THE STAFFING COMMITTEE OF THE GOVERNING BODY OF SOUTHERN REGIONAL COLLEGE HELD ON WEDNESDAY 30 JANUARY 2019 IN THE BOARDROOM, BANBRIDGE CAMPUS AT 18.30.

PRESENT:

Mr Scott Alexander, Chair
 Mr Brian Doran, Chief Executive
 Mr Gordon Gough
 Mr John Nugent
 Dr Eileen Stewart

IN ATTENDANCE:

Mr Andrew Saunders, Governing Body Chair
 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 18.32.

Mr Alexander, in his first meeting as official Chair of the Staffing Committee, welcomed Mr Gough to his first meeting as Staffing Committee Member.

1. APOLOGIES FOR ABSENCE

No apologies for absence were received.

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. No interests were declared.

3. MINUTES OF THE MEETING 3 OCTOBER 2018

The Chair referred Members to the minutes of 3 October 2018. These were checked for accuracy and unanimously approved on the proposal of Dr Stewart and seconded by Mr Nugent.

4. MATTERS ARISING

Mr Doran confirmed that he referred the Reasonable Force and Safe Handling policy to the Joint Consultative Committee and informed that Staff Side are content with the wording within the policy.

5. CHAIRMAN'S BUSINESS

Mr Alexander advised Members of a recent supreme court ruling regarding a breach of human rights and historic disclosure enquiries.

Mrs Hughes informed of a filtering process applicable in Northern Ireland. She advised Members that she is attending an Access NI Stakeholder meeting in the coming weeks and will report back to Committee Members on any new rulings.

Mr. Sloan advised Members of the intention of certain NI FE Colleges to move away from asking student applicants to declare previous convictions and stated that this has been supported by NIACRO who seek to promote opportunities for offenders. He advised that the College have not yet committed to following this approach. A discussion took place

ACTION by whom
<div style="text-align: right; padding-right: 10px; margin-top: 800px;">Mrs Hughes</div>

regarding on the importance of students making a self-declaration in these circumstances.

6. CAREER BREAK REQUESTS

Mrs Hughes informed of no new career break requests and advised that the request approved at the last Staffing Committee has subsequently been withdrawn by the member of staff.

Members noted the report.

7. POLICY REVIEW

- **Flexible Working Right to Request – all Staff**
- **Smoke Free policy**

Mr Doran referred Members to minor amendments to the two policies reviewed in line with their cyclical evaluation.

Members unanimously approved the two documents.

8. KPI REPORT – In Year

Mrs Hughes presented an in year report on Key Performance Indicators detailing Sickness Absence, Staff Grievances, Staff Disciplinary, Formal Counselling, Harassment Cases and Career Break requests.

Members noted good achievement in sickness absence management and were reminded that the target has been lowered to 3.5 %.

The Members noted the report.

9. STAFF LEVELS AND RECRUITMENT REPORT

Mrs Hughes provided a report on staffing levels as of December 2018 and variation on the previous year end. Mrs Hughes informed of minimal variances between each band and provided Members with examples of types of roles attached to certain salary bands.

Further discussion took place regarding the second year of the two year pay deal for support staff and the proposals to refine the pay scales, particularly for the lower bands as part of the April 2019 award. Mrs Hughes advised that there was ongoing work at a sector level with regard to these proposals and advised on the complex nature of the work.

The Members noted the report.

10. INVESTORS IN PEOPLE AND HEALTH AND WELLBEING UPDATE

Mrs Hughes presented an infographic on Health and Wellbeing highlights during the period September to December 2018 including activities and charity events undertaken and planned.

Members enquired about any concerns identified since the relaxation of the Sports Top policy and were advised of no issues.

Mrs Hughes referred Members to the IIP Action Plan and advised Members of the many areas of recommendation that were identified within the feedback report. Mrs Hughes

informed Members of the intention to continue to undertake an annual health check approach towards re-accreditation rather than wait until the three years is up. Mrs Hughes advised that the priority for the next twelve months would focus on three of the nine indicators which will provide focus for College management and that the recommendations for the remaining indicators would be addressed in the action plans over the next two years.

Mr Sloan and Mrs Hughes informed that the plan is bespoke to the College, advised of a good working relationship with the assessor and engagement with staff promoting recognition and motivation.

Members noted the report and were advised of benefits listed within the Employee Perks Scheme.

11. EMPLOYEE DEVELOPMENT PLAN UPDATE

Mrs Hughes presented an infographic describing employee development activities and detailing various training exercises undertaken during the period September to December 2018.

Members noted the information.

12. CEF CIRCULARS

- **CEF 2019/01 – April 2018 Non-Teaching Staff Pay Rates**

Mrs Hughes referred Members to the CEF circular stating the pay award agreed with the NTSNC for Non-Teaching Staff and applicable from 1 April 2018. Mrs Hughes confirmed that all back dated pay has been processed in the January payroll.

The Committee noted the information.

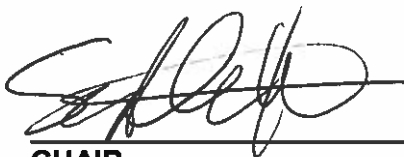
13. ANY OTHER BUSINESS

None.

14. DATE AND TIME OF NEXT MEETING

The next meeting of the Staffing Committee will take place on Wednesday 8 May 2019 at 18.30 in the Banbridge Campus.

The meeting concluded at 19.37



CHAIR



DATE