

MINUTES OF THE MEETING OF THE STAFFING COMMITTEE OF THE GOVERNING BODY OF SOUTHERN REGIONAL COLLEGE HELD ON WEDNESDAY 8 MAY 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 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 18.28.

**ACTION
by whom**

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr Saunders and Mrs Shields.

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 30 JANUARY 2019

The Chair referred Members to the minutes of the meeting of 30 January 2019. These were checked for accuracy and unanimously approved on the proposal of Dr Stewart and seconded by Mr Gough.

4. MATTERS ARISING

None.

5. CHAIRMAN'S BUSINESS

Mr Alexander informed the Committee that the Secretary will be distributing the Staffing Committee Self-Assessment Questionnaire in the following weeks and requested that Members complete and return at their earliest convenience.

Committee
Members

Members were informed that the charity Skydive takes place on 25 May and the charity campus to campus cycle event and walk in the Mourne takes place on 14 June.

6. STAFFING COMMITTEE TERMS OF REFERENCE

Members were presented with revised Terms of Reference updated to reflect amendments to the Articles and Instrument of Government and Governors' comments.

The Terms of Reference were approved on the proposal of Mr Nugent and seconded by Mr Gough.

7. CAREER BREAK REQUESTS

Mr Doran advised on one career break request supported by management for the period April 2019 to March 2020.

Mr Doran stated that he had apprised the Staffing Committee Chair of the application and was seeking Committee Members' sanction of the career break request.

The Committee Members agreed the request.

8. KPI REPORT – In Year SEPTEMBER 2018 – MARCH 2019

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

Members noted minor fluctuations between the previous period's comparison data.

9. DRAFT EMPLOYEE DEVELOPMENT PLAN 2019-2020

Mrs Hughes presented the draft Employee Development Plan and advised on the six key areas covered. Mrs Hughes provided detail on the development events taking place to upskill staff; the priority areas for the incoming academic year and active promotion of health and wellbeing information to staff.

Mr Alexander suggested at Appendix 1 on the Health and Wellbeing plan, Principle 3 objectives 2 and 3 should be amalgamated, as both seek to increase participation and engagement from staff in College events and activities including promoting and raising awareness of the College's nominated staff and student charities.

Members noted the report and discussion took place regarding the importance of keeping staff up to date with skills needs.

10. INVESTORS IN PEOPLE AND HEALTH AND WELLBEING UPDATE

Mrs Hughes presented the Investors In People Continuous Improvement Action Plan and provided Members with an update on priority areas currently being addressed.

Members discussed the benefits of investing in the IIP programme including development opportunities and the value of engaging an external assessor and independent appraisal system.

Members noted the report and recommended that where an action is flagged as blue (i.e. Not applicable at present) on the short term action plan, then a narrative to explain the reasons for the delay or non start of projects would be beneficial.

11. ANNUAL FAIR EMPLOYMENT RETURN

Mrs Hughes confirmed that the Annual Fair Employment Monitoring Report has been submitted to the Equality Commission and reported a minor decrease in staff numbers. Mrs Hughes indicated that a more detailed analysis of this report will be shared as part of the end of year KPI report at the next meeting in October.

The Committee Members noted the report.

Mrs Hughes

Mrs Hughes

12. POLICY REVIEW

- **Identification policy**

Members reviewed minor amendments to the Identification policy and were informed of a student identification pilot project.

Members noted the difficulties the College faces in monitoring entry to the various campuses and were advised that senior management are considering proposals for evening access control on the new builds.

The policy was approved on the proposal of Mr Gough and seconded by Dr Stewart.

- **Mental Wellbeing and Stress policy – all staff**

Committee Members reviewed the Mental Wellbeing and Stress policy, noting amendments addressing mental health and wellbeing.

The policy was approved on the proposal of Mr Nugent and seconded by Dr Stewart.

13. CEF CIRCULAR 2019/xx FURTHER EDUCATION LECTURERS' PAY AWARD FROM 1 SEPTEMBER 2015 AND 1 SEPTEMBER 2017

Mr Doran provided Members with details of the lecturers' pay award progressed by management.

The Committee noted the report.


14. ANY OTHER BUSINESS

Mr Sloan advised Members that the relaxation of the Sports Top policy has been well received with no instances of concern raised. He stated that he intends to seek the Governing Body's approval to fully implement the pilot policy.

15. DATE AND TIME OF NEXT MEETING

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

The meeting concluded at 19.35.



CHAIR

21/10/19

DATE