

**MINUTES OF THE MEETING OF THE STAFFING COMMITTEE OF THE GOVERNING BODY OF SOUTHERN REGIONAL COLLEGE HELD ON MONDAY 21 OCTOBER 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 18.29.

**ACTION  
by whom**

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from the Boardroom Apprentice, Mrs Neill McCready.

**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 8 MAY 2019**

The Chair referred Members to the minutes of the meeting of 8 May 2019. These were checked for accuracy and unanimously approved on the proposal of Dr Stewart and seconded by Mr Nugent.

**4. MATTERS ARISING**

None.

**5. CHAIRMAN'S BUSINESS**

Mr Alexander informed that Mr Turner and Mr Swail have been duly elected by their peers for a second term of office as staff governors.

**6. STAFFING COMMITTEE ANNUAL REPORT**

Members reviewed the Staffing Committee Annual Report and discussion took place regarding whether the Committee had met Term of Reference 10: Monitor the appraisal processes operating across all areas of the College.

Mrs Hughes referred Members to the appraisal completion analysis contained within the Key Performance Indicator report and informed Members of the confidential process measuring achievement against previously agreed objectives.

Discussion took place regarding Terms of Reference 1 and 2; Support the College's representatives on the College Employers' Forum when negotiating on pay and

conditions and service of staff and Monitor the implementation of all College Employers' Forum Circulars. Management offered assurance that all decisions and correspondence from the College Employers Forum are communicated to the Staffing Committee.

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

## **7. STAFFING COMMITTEE TERMS OF REFERENCE**

Members recommended minor amendments to TOR 3 and 13 and unanimously approved the revised Terms of Reference on the proposal of Mr Nugent and seconded by Dr Stewart.

Mr Sloan left the meeting at 19.04 and returned at 19.07.

## **8. KPI ANNUAL REPORT**

Mrs Hughes presented the Human Resources Performance Indicators Annual Report and referred Members to the Fair Employment Return detailing gender and community background, recruitment exercises, staff turnover and mandatory training. She informed the Committee that two new programmes and one revised programme are to be released for completion by staff at the end of the current month.

Discussion took place regarding appraisal completion with Members noting a good and improving position offset, slightly due to the cohort of casual staff.

The Committee noted good sickness management and were advised that the College remains below its overall target of 3.5 days absent.

Mrs Hughes provided detail of the rank causes and days lost due to sickness absence. Members noted that work related stress, musculoskeletal and personal stress absences account for approximately 30% of absenteeism. Mrs Hughes informed the committee of early engagement in workplace stress cases and measures in place to advise staff of resources available.

The Committee reviewed departmental absences, staff grievance, staff discipline, formal counselling, harassment and capability statistics. Mrs Hughes provided an update on staff contracts.

The Committee noted the report.

## **9. ANNUAL EQUALITY PROGRESS REPORT**

Mrs Hughes presented the Annual Equality Progress Report, advising on the College's statutory duty under Section 75 of the NI Act 1998 and Section 49A of the Disability Discrimination Act 1995.

Members reviewed information detailing positive initiatives, work and development. The Committee recommended publishing the report (or parts of it) in the Governance section of the College website.

Discussion took place regarding self-evaluation, quality improvement plans and benchmarking with the sector equality working group.

Miss  
Armstrong

Miss  
Armstrong

The report was approved on proposal by Dr Stewart and seconded by Mr Nugent. The policy statement was signed by the Chair of the Staffing Committee and the Chief Executive.

## **10. CAREER BREAK REQUESTS**

Members were informed of an application for extension to a career break. Mr Doran advised that he has obtained the Staffing Committee Chair's approval.

## **11. POLICIES**

- **Employee Development – all staff**

Mrs Hughes presented the Employee Development policy and referred Members to minor amendments to wording and flowchart.

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

- **Disciplinary policy and procedure – all staff**

Mrs Hughes presented the Disciplinary policy and procedure and referred Members to significant proposed amendments to reflect changes to the Articles of Government and removal of staffs' opportunity to appeal to a Sub Committee of the Governing Body and an Independent Appeals Committee of the LRA.

A detailed discussion took place with Members expressing concern regarding impartiality and independence by removal of Governor participation at appeal hearing and removal of the LRA at any hearing subsequent to that. Nonetheless, Members accepted that dismissal of staff is an operational matter, best left to management.

Mr Sloan stated that feedback from lecturing staff favours removal of Governing Body participation in disciplinary hearings. Mrs Hughes offered assurance that full training, legal advice and input from human resources will be made available to management during disciplinary procedures.

The policy was approved on proposal of Mr Nugent and seconded by Dr Stewart subject to consultation with trade unions. Mr Doran assured the Committee that, as a local document, it was not subject to negotiation requirements with recognised trade unions and that consultation would be sufficient.

## **12. IIP and HEALTH and WELLBEING**

- **IIP Annual Report 2019**
- **HWB programme of evaluation 2018-19**
- **HWB Calendar of Events 2019-20**
- **Charity Calendar of events 2019-20**

Mrs Hughes presented the reports advising on staff surveys, activities undertaken as part of the continuous improvement action plan, charity partnerships and planned events.

Members noted the reports remarking on the robustness of an independent review.

## **13. SUMMARY OF EMPLOYEE DEVELOPMENT ACTIVITIES 2018-2019**

Mrs Hughes provided Members with an infographic detailing employee development activities.

The Committee noted the report.

**14. EMPLOYEE DEVELOPMENT PLAN 2019-2020**

- **Pilot Development Programme 2019-20 all staff**

Mrs Hughes presented the Employee Development Plan and provided Members with a summary of planned activities including the introduction of cyber security and disability awareness mandatory training.

She informed the Committee of pedagogy development activity to upskill lecturing staff, a focus on health and safety and pastoral care.

Mr Doran informed Members of reviews focusing on retention and achievement rates and self-evaluation, advised of the benefits of the performance enhancement programme and best practice identified through course reviews.

Mr Sloan informed Members of a planned training event for IOSH Leading Safety for new members of the Senior Management Team and Governors who have not yet completed the course. All Governing Body Members would be encouraged to attend, once details are finalised.

**15. CEF CIRCULARS – NONE**

- **Department approval to pay increments for lecturing staff September 2019**

Mr Doran referred Members to the Departmental letter of 29 August granting approval of the proposed incremental progression pay for lecturing staff for 2019-20.

The Committee noted the report.

**16. UPDATE ON PROVISION OF PAYROLL SERVICES**

Mrs Hughes advised Members on the review of payroll options and informed that the College is seeking a partnership agreement in the FE sector to outsource payroll.

Members noted the information.

**17. CARE PENSIONS SCHEMES**

Mrs Hughes informed Members that both pension systems operating in SRC have moved to the CARE scheme.

The Committee noted the report.

**18. OVERTIME AND HOLIDAY PAY – PSNI CASE**

Mrs Hughes informed Members of a Departmental request regarding average overtime being incorporated into holiday pay and advised there would be minimal financial implications.

Members noted the request.

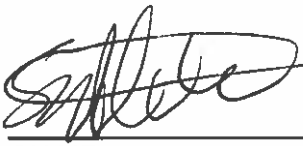
**19. ANY OTHER BUSINESS**

None.

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

The next meeting of the Staffing Committee will take place on Tuesday 25 February 2019 at 18.30 in the Banbridge Campus.

The meeting concluded at 20.39.

  
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**CHAIR**

25/2/2020  
\_\_\_\_\_  
**DATE**

