

The Governing Body of Southern Regional College

Meeting of the Staffing Committee of the Governing Body scheduled for **Tuesday 5 May 2020** at **17.30** via **teleconference call**.

Item No	Item	Papers	Action	Presenters	TOR
1.	Apologies for Absence	Verbal	Noting	Clerk	
2.	Declaration of Interests	Verbal	Noting	Chair	
3.	Minutes of Meeting 25 February 2020	Enclosed	Approval	Chair	
4.	Matters Arising <ul style="list-style-type: none"> • Disciplinary Procedure (Support Staff) 	Verbal Enclosed	Noting Approval	Chair	4
5.	Chairman's Business	Verbal	Noting	Chair	
6.	Career Break requests	Verbal	Approval	Mrs Hughes	12
7.	Draft Employee Development Plan 2020-2021	Enclosed	Noting	Mrs Hughes	13
8.	Investors in People and Health & Well Being Continuous Improvement Action Plans - Update April 2020	Enclosed	Noting	Mrs Hughes	13
9.	Annual Fair Employment Monitoring Return	Verbal	Noting	Mrs Hughes	11
10.	KPI in year report	Enclosed	Noting	Mrs Hughes	8, 9, 10
11.	Policies; <ul style="list-style-type: none"> • Recruitment and Selection • Time Off for Dependents 	Enclosed	Approval	Mrs Hughes	12
12.	CEF Circulars	None	Noting	Mrs Hughes	2
13.	Any Other Business				

Date and time of next meeting: **Tuesday 6 October 2020** at **18.30** in the **Boardroom, Banbridge Campus**

Distribution List:-

Members

Mr Scott Alexander (Chair), Mr Brian Doran, Mr Gordon Gough, Mr John Nugent and Dr Eileen Stewart.

Attendees:

Mr Raymond Sloan (Director of Client Services), Mrs Ann Marie Hughes (Assistant Director of Human Resources), Mr. Andrew Saunders (Chairman) and Miss Lindsay Armstrong (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 recommended 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. Assist the Chief Executive on request in any way which is compatible with the above responsibilities.