

## The Governing Body of Southern Regional College

Meeting of the Staffing Committee of the Governing Body scheduled for **Wednesday 3 October 2018**  
at **18.30** in the **Boardroom, Banbridge Campus**.

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 2 May 2018	Enclosed	Approval	Chair	
4.	Matters Arising HASMAP Tracker	Verbal	Noting	Chair Mr Sloan	
5.	Chairman's Business	Verbal	Noting	Chair	
6.	Staffing Committee Annual Report	Enclosed	Approval	Mr Carson	1-11
7.	Staffing Committee Terms of Reference	To be tabled	Approval	Mr Carson	
8.	Annual Report on KPIs	Enclosed	Noting	Mrs Hughes	7, 8, 10
9.	Career Break Requests	Verbal	Noting	Mrs Hughes	9
10.	Investors in People and Health & Well Being Update	Enclosed	Noting	Mrs Hughes	10
11.	Section 75 - Annual Progress Report	Enclosed	Approval	Mrs Hughes	5
12.	Summary of Employee Development Activities for 2017-18	Enclosed	Noting	Mrs Hughes	10
13.	Health and Safety Training Needs Analysis	Enclosed	Noting	Mrs Hughes	10
14.	Employee Development Plan for 2018 -19	Enclosed	Noting	Mrs Hughes	10
15.	VES	Verbal	Noting	Mrs Hughes	7
16.	CEF Circulars	Verbal	Noting	Mrs Hughes	6
17.	Policy Review <ul style="list-style-type: none"> <li>• Alcohol, Drugs and Substance Misuse</li> <li>• Eyesight Test</li> <li>• Flexi Scheme – Support Staff</li> <li>• Reasonable Force and Safe Handling</li> </ul>	Enclosed	Approval	Mr Doran	12
18.	Any Other Business				

Date and time of next meeting: **Wednesday 30 January 2019** at **18.30** in the **Boardroom, Banbridge Campus**

## **Distribution List:-**

### **Members**

Mr Arder Carson (Chair), Mr. Brian Doran, Mr Scott Alexander, 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 main business of the Staffing Committee is to carry out procedures 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. Approve a framework for the pay and conditions and service of staff, other than senior staff, and arranging for the negotiation of such with the recognised representatives of such staff;
2. Draw up standard arrangements, for the approval of the Governing Body, for the recruitment, appointment and promotion of staff, other than senior staff;
3. Ensure that each member of staff shall serve under a contract of employment with the Governing Body;
4. Upon the occurrence of a vacancy or expected vacancy in the staffing (other than in a post for a member of the senior staff), to set in train the standard arrangements;
5. Ensure that all procedures, and their application, in relation to the recruitment, appointment, promotion and remuneration of staff shall comply with industrial relations and equal opportunity legislation;
6. Take cognisance of appropriate Departmental guidance and circulars;
7. Monitor staffing levels within the college;
8. Monitor staff sickness absence levels within the college;
9. Approve career break applications;
10. Monitor the provision of professional development for all staff;
11. Consider all staff surveys;
12. Assist the Chief Executive on request in any way which is compatible with the above responsibilities.