

The Governing Body of Southern Regional College

Meeting of the Staffing Committee of the Governing Body scheduled for **Wednesday 30 January 2019**
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 3 October 2018	Enclosed	Approval	Chair	
4.	Chairman's Business	Verbal	Noting	Chair	
5.	Career Break Requests	Verbal	Noting	Mrs Hughes	9
6.	Policy Review <ul style="list-style-type: none"> • Flexible Working Right to Request – all staff • Smoke Free policy 	Enclosed	Approval	Mrs Hughes	12
7.	KPI Report – In Year	Enclosed	Noting	Mrs Hughes	7, 8, 10
8.	Staff Levels and Recruitment Report	Enclosed	Noting	Mrs Hughes	5, 8
9.	Investors in People and Health & Well Being Update	Enclosed	Noting	Mrs Hughes	10
10.	Employee Development Plan Update	Enclosed	Noting	Mrs Hughes	10
11.	CEF Circulars <ul style="list-style-type: none"> • CEF 2019/01 – April 2018 Non-Teaching Staff Pay Rates 	Enclosed	Noting	Mrs Hughes	
12.	Any Other Business				
Date and time of next meeting: Wednesday 8 May 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.