

The Governing Body of Southern Regional College

Meeting of the Staffing Committee of the Governing Body scheduled for **Wednesday 8 May 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 30 January 2019	Enclosed	Approval	Chair	
4.	Matters Arising	Verbal	Noting	Chair	
5.	Chairman's Business	Verbal	Noting	Chair	
6.	Staffing Committee Terms of Reference	Enclosed	Approval	Mr Doran	
7.	Career Break Requests	Verbal	Noting	Mrs Hughes	9
8.	KPI Report – In Year Sept 2018 – Mar 2019	Enclosed	Noting	Mrs Hughes	7, 8, 10
9.	Draft Employee Development Plan 2019-2020	Enclosed	Noting	Mrs Hughes	10
10.	Investors in People and Health & Well Being Update	Enclosed	Noting	Mrs Hughes	10
11.	Annual Fair Employment Return	Verbal	Noting	Mrs Hughes	10
12.	Policy Review <ul style="list-style-type: none"> • Identification • Mental Wellbeing and Stress – All staff 	Enclosed	Approval	Mr Doran	12
13.	CEF Circulars Draft CEF 2019 /xx - Further Education Lecturers' Pay Award from 1 September 2015 and 1 September 2017	Enclosed	Noting	Mr Doran	6
14.	Any Other Business				
Date and time of next meeting: Tuesday 8 October 2019 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), Mrs Carla Shields (Boardroom Apprentice) 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.