

The Governing Body of Southern Regional College

Meeting of the Staffing Committee of the Governing Body scheduled for **Tuesday 25 February 2020 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 21 October 2019	Enclosed	Approval	Chair	
4.	Matters Arising	Verbal	Noting	Chair	
5.	Chairman's Business	Verbal	Noting	Chair	
6.	Career Break requests	Verbal	Approval	Mrs Hughes	12
7.	Policies; <ul style="list-style-type: none"> • Disciplinary policy and procedure – support staff • Equality and Good Relations • Providing References • Time Off In Lieu – support staff • Parental Leave 	To be tabled Enclosed	Approval	Mrs Hughes	12
8.	KPI in year report	Enclosed	Noting	Mrs Hughes	8, 9, 10
9.	Staff levels and recruitment report	Enclosed	Noting	Mrs Hughes	5, 8
10.	Employee Development Plan update	Enclosed	Noting	Mrs Hughes	13
11.	Investors in People and Health and Wellbeing update	Enclosed	Noting	Mrs Hughes	13
12.	Departmental guidance; Teaching qualification appointment	Enclosed	Noting	Mr Doran	6
13.	CEF Circulars <ul style="list-style-type: none"> • CEF 2019/03 – Pay award for Principals and Deputy Directors • CEF 2019/xx – Pay award for Lecturers 	Enclosed	Noting	Mrs Hughes	
14.	Any Other Business Automatic enrolment duties: re-declaration of compliance – The Pensions Regulator				
Date and time of next meeting: Tuesday 5 May 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), Mrs Kimberley Neill-McCready (Boardroom Apprentice) 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.