

The Governing Body of Southern Regional College

Meeting of the Staffing Committee of the Governing Body scheduled for **Monday 21 October 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 8 May 2019	Enclosed	Approval	Chair	
4.	Matters Arising	Verbal	Noting	Chair	
5.	Chairman's Business	Verbal	Noting	Chair	
6.	Staffing Committee Annual Report	Enclosed	Approval	Chair	1 – 14
7.	Staffing Committee Terms of Reference	Enclosed	Approval	Chair	
8.	KPI Annual Report	Enclosed	Noting	Mrs Hughes	8, 9, 10
9.	Annual Equality Progress Report	Enclosed	Approval	Mrs Hughes	3
10.	Career Break Requests	Verbal	Approval	Mrs Hughes	12
11.	Policies <ul style="list-style-type: none"> • Employee Development – all staff • Disciplinary Policy & Procedure – support staff 	Enclosed	Approval Approval	Mrs Hughes	12
12.	IIP & Health & Wellbeing <ul style="list-style-type: none"> a) IIP Annual Report 2019 b) HWB programme evaluation 2018-19 c) HWB Calendar of events 2019-20 d) Charity Calendar of events 2019-20 	Enclosed	Noting	Mrs Hughes	13
13.	Summary of ED Activities 2018-2019	Enclosed	Noting	Mrs Hughes	13
14.	Employee Development Plan 2019-2020 <ul style="list-style-type: none"> • Pilot Development programme 2019-20 - all staff 	Enclosed	Noting	Mrs Hughes	13
15.	CEF circulars - None Department approval to pay increments for Lecturing staff September 2019	Enclosed	Noting	Mrs Hughes	3
16.	Update on provision of payroll services	Verbal	Noting	Mrs Hughes	3
17.	CARE Pension Schemes	Verbal	Noting	Mrs Hughes	3
18.	Overtime and holiday pay – PSNI case	Verbal	Noting	Mrs Hughes	3
19.	Any Other Business				

Date and time of next meeting: Tuesday 25 February 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-McCreedy (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 and remuneration of 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 appropriate development for all staff;
14. Assist the Chief Executive on request in any way which is compatible with the above responsibilities.