

The Governing Body of Southern Regional College

Meeting of the Staffing Committee of the Governing Body scheduled for **Tuesday 2 March 2021** at **17.30 via TEAMS.**

Item No	Item	Papers	Action	Presenters	TOR
1.	Apologies for Absence	Verbal	Noting	Secretary	
2.	Declaration of Interests	Verbal	Noting	Chair	
3.	Minutes of Meeting 6 October 2020	Enclosed	Approval	Chair	
4.	Matters Arising	Verbal	Noting	Chair	
5.	Chairman's Business	Verbal	Noting	Chair	
6.	Staff levels & recruitment report	Enclosed	Noting	Chair	3
7.	Career Break requests	Verbal	Approval	Mrs Hughes	12
8.	KPIs in year report - September 2020 - December 2020	Enclosed	Noting	Mrs Hughes	8, 9, 10
9.	Employee Development Plan 2020-2021 – In year update	Enclosed	Noting	Mrs Hughes	13
10.	a) Investors in People and Health and Wellbeing update	Enclosed	Noting	Mrs Hughes	13
	b) Investors in People Reaccreditation Paper	Enclosed	Noting	Mrs Hughes	13
11.	CEF circulars <ul style="list-style-type: none"> • CEF 2020/01 – Non Teaching Pay Award April 2020 • CEF 2020/02 – Principals and Deputy Directors Pay Award Sept 2019 • CEF 2021/02 – Non Teaching - Phase 2 of 2019-20 Pay Agreement 	Enclosed	Noting	Mrs Hughes	2
12.	Policy review; <ul style="list-style-type: none"> • Reasonable Force and Safe Handling 	Enclosed	Approval	Mr Doran	14
13.	Any Other Business				

Date and time of next meeting: **Tuesday 4 May 2021 at 17.30 via TEAMS.**

Distribution List:-

Members

Mr Scott Alexander (Chair), Mr Brian Doran, Mr Gordon Gough, Mr John Nugent, Dr Eileen Stewart and Mrs Wilson.

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 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. Review and approve local policies that fall within the remit of the Committee; and
15. Assist the Chief Executive on request in any way which is compatible with the above responsibilities.