

The Governing Body of Southern Regional College

Meeting of the Staffing Committee of the Governing Body scheduled for **Tuesday 21 September 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 4 May 2021	Enclosed	Approval	Chair	
4.	Matters Arising	Verbal	Noting	Chair	
5.	Chairman's Business <ul style="list-style-type: none"> • CIPD awards 	Verbal	Noting	Chair	
6.	Staffing Committee Annual Report	Enclosed	Approval	Chair	1 – 15
7.	Terms of Reference	Enclosed	Approval	Chair	1 – 15
8.	Career Break requests	Verbal	Approval	Mrs Hughes	12
9.	Section 75 Annual Equality Progress Report a) Equality Progress Report b) Top 10 Activities	Enclosed	Approval	Mrs Hughes	3
10.	Policy approval <ul style="list-style-type: none"> • Flexi scheme – support staff • Eyesight test policy • Alcohol, Drug & Substance Misuse 	Enclosed	Approval	Mr Doran	14
11.	KPIs year-end report	Enclosed	Noting	Mrs Hughes	8, 9, 10
12.	Summary of ED Activities 2020 - 2021	Enclosed	Noting	Mrs Hughes	13
13.	Employee Development Plan 2021 - 2022	Enclosed	Noting	Mrs Hughes	13
14.	IIP and Health & Wellbeing <ul style="list-style-type: none"> a) IIP & Health & Wellbeing Action Plan update as at 31 August 2021 b) Summary of HWB activities 2020-21 c) HWB calendar of events 2021-22 d) Charity calendar events 2021-22 	Enclosed	Noting	Mrs Hughes	13
15.	CEF circulars	None	N/A	Mrs Hughes	2
16.	Any Other Business				

Date and time of next meeting: **Tuesday 1 March 2022 at 17.30 via TEAMS.**

Distribution List:-

Members

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