

The Governing Body of Southern Regional College

Meeting of the Staffing Committee of the Governing Body scheduled for **Tuesday 4 May 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 2 March 2021	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.	Remote Working Survey Results	Enclosed	Noting	Mrs Hughes	3
8.	Competency Framework	Enclosed	Approval	Mrs Hughes	3
9.	KPIs in year report	Enclosed	Noting	Mrs Hughes	8, 9, 10
10.	Draft Employee Development Plan 2021 - 2022	Enclosed	Noting	Mrs Hughes	13
11.	IIP and Health & Wellbeing Update	Enclosed	Noting	Mrs Hughes	13
12.	Annual Fair Employment Monitoring Return Summary	Enclosed	Noting	Mrs Hughes	3
13.	Article 55	Enclosed	Noting	Mrs Hughes	3
14.	CEF circulars None	N/A	N/A	Mrs Hughes	2
15.	Policy review; <ul style="list-style-type: none"> • Management and Employee Standards • Recruitment of Ex-Offenders • Special Leave of Absence • Grievance Procedure for Support Staff • NEW - Equality & Good Relations – Staff & Students • NEW - Health & Wellbeing – Staff & Students 	Enclosed	Approval	Mr Doran	14
16.	Any Other Business				
Date and time of next meeting: Tuesday 5 October 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.