

NORTHERN REGIONAL COLLEGE

STAFFING COMMITTEE

Minutes of the meeting of the Staffing Committee held on 1 December 2010 at the Ballymena Campus, Northern Regional College.

Present Mr S Davidson (Chairperson), Mr T Neilands (Director),
Mr I Goldsworthy and Mrs L Wallis.

In Attendance Mrs B Lavery and Mr J Hunter.

Members of the Staffing Committee and the Finance and General Purposes Committee combined to discuss Item 16.12.

UNRESERVED BUSINESS

16.1 Apologies

Apologies were received from Mrs B Crotty and Mrs U O'Kane.

The Committee expressed its condolences to Mrs B Crotty on the death of her brother.

16.2 Declarations of Interests

There were no declarations of interest.

16.3 Minutes of the Last Meeting

The unreserved minutes of the meeting of the Staffing Committee held on 2 November 2010 were approved subject the insertion of 'College' for 'Institution' at Appendix 2 Terms of Reference Duties Section.

16.4 Matters Arising

16.4.1 Staffing Committee Action Plan 2010/2011 (minute 15.7)

The Chair reminded Members that the Committee, at its meeting on 2 November 2010, had received a copy of the Staffing Committee Action Plan for 2010/2011, which had been produced to enable the Committee to review its effectiveness at the final meeting of the academic year on 7 June 2011.

It was noted that the format and wording of the Education Committee Action Plan was currently being revised. The Committee agreed that the Action Plan should be reconsidered at the next meeting in light of the revised Education Committee Action Plan.

The Committee gave consideration to and approved the revised Staffing Committee Action Plan, subject the insertion of a section relating to the achievement of Investors in People status (see Appendix 1).

16.5 Chairperson's Communications

There was no Chairperson's correspondence.

16.6 Correspondence

There was no correspondence to report.

16.7 Any Other Notified Business

There was no other notified business.

16.8 Next Meeting

The Committee noted that the next meeting is scheduled for 5.30 pm on Tuesday 15 February 2011 at the Farm Lodge Ballymena Campus.

Appendix 1

Staffing Committee Action Plan

During the course of the academic year 2010/2011 the Staffing Committee will undertake the following activities:

Activity	Proposed Date	Comments
a) Monitoring and where necessary approving appointments, resignations, retirements and dismissals by means of staff development reports received at each meeting of the Committee.	Throughout the year	
b) Considering and approving Employment Policies.	Throughout the year	
c) Monitoring the implementation of and adherence to policies such as Grievance and Disciplinary Procedures, Whistleblowing Policy and the Protection of Children and Vulnerable Adults Policy.	Throughout the year	
d) Reviewing cases involving employee relations, dismissals and redundancies.	Throughout the year	
e) Monitoring staff absenteeism.	Throughout the year	
f) Reviewing the satisfaction of employees with NRC as an employer.	1 December 2010	Listening to Staff Survey (1 Dec 2010)
g) Assisting with the preparation of College responses to enquiries and consultation documents.	Throughout the year	
h) Participating as members of panels, when required, for various College procedures relating to disciplinary matters, grievances and dismissals.	Throughout the year	
i) Reviewing the Committee's terms of reference, membership and effectiveness.	2 November 2010/24 May 2011	

j) Approving the Annual Report of the Committee for submission to the Governing Body	24 May 2011	
k) Receiving and considering reports and circulars concerning staffing matters from DEL	Throughout the year	
l) Responding to Health and Safety matters referred to it by the Finance and General Purposes Committee	Throughout the year	
m) Devising staff related Key Performance Indicators	1 December 2010	
n) Monitoring annually Continuous Professional Development by level of activity and effectiveness	1 December 2010	
o) Reviewing the College's endeavours to achieve Investor in People status	Throughout the year	