

NORTHERN REGIONAL COLLEGE

STAFFING COMMITTEE

Minutes of the meeting of the Staffing Committee held on 2 November 2010 at the Ballymena Campus, Northern Regional College.

Present Mr S Davidson (Chairperson), Mr T Neilands (Director),
 Mr I Goldsworthy, Mrs U O’Kane and Mrs L Wallis.

In Attendance Mrs B Crotty, Mrs B Lavery and Mr J Hunter.

UNRESERVED BUSINESS

15.1 Apologies

The Chairperson welcomed Mr I Goldsworthy as a Member of the Staffing Committee. He also advised the meeting that Mrs AM Campbell had resigned as a Member of the Committee.

15.2 Declarations of Interests

There were no declarations of interest.

15.3 Minutes of the Last Meeting

The unreserved minutes of the meeting of the Staffing Committee held on 27 May 2010 were approved.

15.4 Matters Arising

There were no matters arising from the minutes of the last meeting.

15.5 Chairperson’s Communications

There was no Chairperson's correspondence.

15.6 Correspondence

It was agreed that the following correspondence would be considered with related correspondence under reserved business:

- a) NIPSA letter dated 7 July 2010 setting out its proposals in relation to potential redundancies; and
- b) DEL letter dated 14 October 2010 regarding severance payments under the Teachers’ Premature Retirement Scheme.

15.7 Staffing Committee Action Plan

The Committee received a copy of the Staffing Committee Action Plan for 2010/2011. The Plan, which follows the same format as the Plan for 2009/2010, had been produced to enable the Committee to review its effectiveness at the final meeting of the academic year on 7 June 2011.

Mrs O'Kane advised the Committee that the format and wording of the Education Committee was currently being revised. She stated that it was advisable for all committees to have a common template and suggested that the Staffing Committee should await the outcome of the review before agreeing its Action Plan for 2010/2011.

The Chairman drew attention to the monitoring of Continuous Professional Development, which had been scheduled for review at the present meeting. It was noted that this matter would be discussed at the next meeting on 1 December 2010.

The Committee agreed that the Action Plan should be reconsidered at the next meeting in light of the revised Education Committee Action Plan.

15.8 Key Performance Indicators

The Committee received a paper concerning Key Performance Indicators. It was noted that the Staffing Committee, at its meeting on 30 November 2009, had made a number of suggestions relating to Key Performance Indicators, which had been incorporated in the paper.

The Committee gave consideration to and noted the following KPIs relating to Human Resources detailed in tabular form: staff absence; equal opportunities; formal complaints; disciplinary procedures; capability issues; lecturing staff efficiency; staff costs; and staff satisfaction.

The Director advised the Committee that the LSDA Listening to Staff Survey would no longer be available to assist with the measurement of staff satisfaction as the body's core activity had been redefined. It would be necessary for the College or the Sector to produce its own survey in future.

During discussion it was stated that there was a need to be more explicit about the measurement of KPIs. It was also suggested that it would be more appropriate for the table to refer to Key Performance Areas rather than KPIs.

The Chairman stated that the paper was a succinct summary of the KPIs for Human Resources and the measurements indicated in the table would be enlarged upon at the review dates specified.

The Committee agreed that the KPIs, as detailed at Appendix 1, be forwarded to the Governing Body for information.

15.9 Staffing Committee Terms of Reference

The Committee received a copy of its Terms of Reference and noted that it is necessary for all Committees of the Governing Body to review their Terms of Reference annually. It was suggested that the term 'Institute' should be replaced by 'College' at paragraph b) of the Duties section.

The Committee agreed that the Governing Body be informed that the Committee's Terms of Reference, as indicated at Appendix 2, should remain unchanged apart from the suggested adjustment to the Duties section.

15.10 Any Other Notified Business

There was no other notified business.

15.11 Next Meeting

The Committee agreed that the next meeting of the Committee would be held at 5.00 pm on Wednesday 1 December 2010 at the Farm Lodge Ballymena Campus. The Finance and General Purposes Committee would join the Staffing Committee for a joint discussion regarding voluntary redundancy under reserved business.

Appendix 1

KEY PERFORMANCE INDICATORS

STAFFING COMMITTEE

KEY PERFORMANCE INDICATORS (KPIs) – DISCUSSION DOCUMENT

Key Performance Area (KPA)	Measure	Review date
Staff Absence	No. of days absent for staff group benchmarked against sector	November
Equal Opportunities	Analysis of composition of existing workforce by gender and religious background	June
	Up-take of staff development	October
	Composition of applicants and appointees	June
	Leavers	June
Formal Complaints	Analysis by type, i.e. dispute resolution, common grievance, harassment	November
	Industrial Tribunal	November
Disciplinary Procedures	By stage	January
Capability Issues	By staff grouping	November
Lecturing staff efficiency	Net and gross staff utilisation by Faculty	January
Staff Costs: Expenditure	Staff costs/staff costs + other Operating Expenditure x 100	October
Staff Costs: Income	Staff costs/total income x 100	October
Staff satisfaction	LSDA Listening to staff survey	June

STAFFING COMMITTEE TERMS OF REFERENCE

NORTHERN REGIONAL COLLEGE

STAFFING COMMITTEE

TERMS OF REFERENCE

Constitution

The Governing Body has established a Staffing Committee, in accordance with the provisions of the Institute's Articles of Government.

Remit

The Staffing Committee shall be responsible to the Governing Body for:

- a) drawing up arrangements, for the approval of the Governing Body, for the recruitment, appointment and promotion of staff;
- b) ensuring that each member of staff shall serve under a contract of employment with the Governing Body;
- c) ensuring that procedures are set in train upon the occurrence of a vacancy in staffing, other than in a post for senior staff;
- d) ensuring 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;
- e) ensuring that Continuous Professional Development is consistent with the strategic objectives of the College.

Membership

The membership of the Committee shall comprise of at least four members of the Governing Body (other than members appointed under sub-paragraphs 5b, 5c and 5d of the Instrument of Government) and the Director; a quorum shall be three members. In addition the appropriate Deputy Director may attend meetings.

Duties

The Staffing Committee shall be responsible, under delegated authority, for:

- a) monitoring the human resource management of the Institute;
- b) ensuring that the College's human resource management and development policies and procedures are informed by best relevant practice in the sector and in other knowledge-based industries;
- c) ensuring that the staffing policies, procedures and working practices of the Institute support staff in furthering the mission of the College;
- d) after consultation with staff representatives, drawing up a Code of Conduct and Disciplinary Code which set out the standard of behaviour expected of staff and the

procedures to be followed should they be breached. Breaches should be reported to the Governing Body;

- e) drawing up procedures, after consultation with staff representatives and with due consideration to the requirements of Employment Law, for the warning and ultimate dismissal of staff and for the appeal by such staff of decision taken under these procedures. The Committee is responsible for keeping the procedures under review and reporting any breaches to the Governing Body;
- f) drawing up procedures, after consultation with staff representatives, for the dismissal of staff on grounds of redundancy and for the appeal of such staff of decisions taken under these procedures. The Committee is responsible for reviewing procedures and reporting any breaches to the Governing Body;
- g) drawing up procedures, after consultation with staff representatives, for the suspension and dismissal of staff for gross misconduct and for the appeal by such staff of decisions taken under these procedures, The procedures should be kept under review and any breaches reported to the Governing Body;
- h) drawing up grievance procedures, after consultation with staff representatives. Reviewing procedures and reporting breaches to the Governing Body;
- i) monitoring the equal opportunities strategy of the College;
- j) ensuring that the Institute fulfils its statutory obligations in respect of such activities as employee relations, terms and conditions of employment and health and safety;
- k) responding to staff health and safety matters referred to it by the Finance and General Purposes Committee;
- l) facilitating good professional relationships between staff of the College;
- m) monitoring staff satisfaction with the College as an employer;
- n) advising the Director on internal communication strategies including meetings between management and recognised trade unions;
- o) assisting in the formulation of the College's responses to enquiries and consultation documents from relevant external professional and statutory bodies;
- p) responding to matters referred to the Committee for decision, comment or delegated action;
- q) facilitating the continuous professional development of staff;
- r) advising the Governing Body on any other staffing matters referred to it by the Governing Body.