

NORTHERN REGIONAL COLLEGE

STAFFING COMMITTEE

Minutes of the meeting of the Staffing Committee held on 29 May 2012 at the Farm Lodge Ballymena Campus, Northern Regional College.

Present Mr S Davidson (Chairperson), Mr T Neilands (Director) and Mr R Jay

In Attendance Mrs B Lavery, Mrs C Moore and Mr J Hunter.

UNRESERVED BUSINESS

24.1 Apologies

Apologies were received from Mr I Goldsworthy and Mrs C Taylor.

24.2 Declarations of Interests

There were no declarations of interest.

24.3 Minutes of the Last Meeting

The unreserved minutes of the meeting of the Staffing Committee held on 28 March 2012 were approved.

24.4 Matters Arising

24.4.1 Investors In People Award (minute 23.4.1)

The Committee noted that following the IIP Reassessment on 14 May 2012, the IIP Assessor indicated that he will recommend NRC for recognition as an Investor In People organisation to the IIP Recognition Panel. Formal feedback will be received from IIP in the near future and will be incorporated into the College Staffing Plan. The Director advised the Committee that the Executive Management Team would give consideration as to how the College should make use of the award. He said that there were different levels of the award and NRC may collectively or its individual parts may wish to seek higher awards at the Silver or Gold level.

The Chairman congratulated all those who had contributed to the successful reassessment exercise.

24.4.2 Any Other Matters Arising

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

24.5 Chairperson's Communications

There were no Chairperson's communications.

24.6 Correspondence

There was no correspondence to report.

24.7 HR and Equality Report

The Committee received a copy of the HR and Equality Report, Section 1 of which had been forwarded to the Equality Commission in April 2012. The Head of HR examined the Sections of the Report dealing with Fair Employment and Equality Monitoring. She stated that some of the slight anomalies in relation to under-representation were being addressed but no affirmative action was deemed necessary. Mrs Lavery drew attention to Sections of the Report addressing Harassment and Bullying, Grievances, Domestic Violence, Stress Management, Health and Well-Being and HR Advice Sessions. In conclusion she detailed a number of initiatives to be progressed during 2012/2013 including developments in relation to the Health and Well-Being Action Plan, the HR Question Time initiative, the development of Intranet Materials and the Integration of HR and Equality initiatives.

The Chairman thanked Mrs Lavery for a comprehensive paper.

24.8 College Health Check

The Committee received a copy of the FE College Health Check Report based on information available at the end of Quarter 2, 2011/2012. The report provides a range of information on various key performance indicators from the financial, economic, staffing and learning categories.

The Committee noted a number of comments regarding the College's performance:

- Staff cost ratios, as a percentage of income, are the highest in the sector. Staff costs per head, however, are below the Sector average. The Director advised that the College Staffing Plan would be addressing this issue.
- The College has the highest ratio of FTE staff per £1m income generated. Mrs Moore indicated that the College was currently addressing this matter but this was an issue, which may not be resolved in the short term. The Chairman suggested that it would be more pertinent to examine a part-time to full-time ratio of teaching staff, rather than all staff.
- Absenteeism rates at NRC were the second highest in the sector. It was noted that the rate had been distorted by the increase in the number of long term absentees.

24.9 Staffing Committee Action Plan 2011/2012

The Committee received a paper providing progress against the 2011/2012 Action Plan approved by the Staffing Committee on 31 May 2011. Members observed that the Committee had no new employment policies to review during 2011/2012 and had not been required to assist with the preparation of any consultation documents. It was noted that in future the Committee would monitor the College's Equality Action Plan and the Fair Employment Report for submission to the Department.

Mrs Moore advised the Committee that the Action Plan for 2012/2013 should incorporate the College Balanced Scorecard and Staffing PFIs.

The Committee agreed that it had undertaken the activities detailed in the Action Plan and had achieved its objectives for the academic year 2011/2012.

24.10 Staffing Committee Annual Report 2011/2012

The Committee received a copy of the Staffing Committee Annual Report summarising its activities during 2011/2012 for submission to the Governing Body.

The Committee noted that the Report reflected the activities referred to in its Action Plan 2011/2012. **It agreed that the Annual Report 2011/2012 be approved for submission to the Governing Body (see Appendix 1).**

24.11 Any Other Notified Business

There was no other notified business.

24.12 Next Meeting

The Chairman reminded Members that the next meeting of the Committee would be held on Monday 5 November 2012 at the Ballymena Campus commencing at 5.30 pm.