

NORTHERN REGIONAL COLLEGE

STAFFING COMMITTEE

Minutes of the meeting of the Staffing Committee held on 30 November 2009 at the Ballymena Campus, Northern Regional College.

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

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

UNRESERVED BUSINESS

11.1 Apologies

An apology was received from Mrs A M Campbell.

11.2 Declarations of Interests

There were no declarations of interest.

11.3 Minutes of the Last Meeting

The unreserved minutes of the meeting of the Staffing Committee held on 10 November 2009 were approved.

11.4 Matters Arising

11.4.1 Lecturers’ Pay Agreement (minute 10.4.1)

The Director informed the Committee that there were still some items to be resolved before the new contract is signed. There have been questions regarding whether or not Heads of Department and Principal Lecturers are included in the new contract and discussion as to pay scale placements of Lecturers on appointment. Both issues will be raised at the forthcoming meeting of the Lecturers’ Negotiating Committee

11.5 Chairperson’s Communications

There were no Chairperson’s communications.

11.6 Correspondence

There was no correspondence to report.

11.7 Key Performance Indicators and Benchmarking

The Committee received the following papers:

a) Key Performance Indicators. It was noted that the Committee at its last meeting had agreed that Key Performance Indicators should be prepared for discussion at its next meeting. The Deputy Director Planning and Resources outlined a number of KPIs, which she and the Head of Human Resources had prepared for discussion by the Committee. The Chairperson suggested that measures relating to staff turnover and staff promotion might be included as additional KPIs.

During discussion it was considered that a number of KPIs should be withdrawn as it would be difficult to set targets for these. It was felt that it would be appropriate, however, for the Committee to monitor these activities at future meetings.

The Committee agreed that:

a) The KPIs relating to Staff Absence, Lecturing Staff Efficiency, Staff Costs Expenditure and Staff Costs Income should be retained;

b) KPIs should be drafted to state current ratios, set targets and describe current progress including Sector standards. The Executive Management Team should be requested to assist in formulating the KPIs.

b) Further and Higher Education Benchmarking Report. The Deputy Director Planning and Resources explained that a number of staffing issues had featured in the Report prepared by the Northern Ireland Finance Officers Network and based on financial information for the year to 31 July 2009 and the corresponding projected information for the 2009/2010 financial year. Tribal Consultancy and the Vice-Principal Newham College had also contributed to the Report.

She referred the Committee to the section relating to the benchmarking of Support Staff in the following cost centres: Finance, Human Resources, Estates, Jobskills and TES Administration, Marketing, Library, Student Support Services, MIS, Computer Services, Administration and Quality. She said that there were anomalies in the collection of data, which made direct comparisons difficult. The Director informed the Committee that this was the first time that statistics had been assembled for all six Colleges enabling direct comparisons to be made. He added that in its current format it was of limited use but future enhancements could make it a valuable tool for benchmarking.

Commenting on the benchmarking material the Chairperson suggested that there was possible scope for shared functions across the Sector to maximise use of scarce resources. The Director stated that it would be useful to explore some common services at a future Board meeting of the Association of Northern Ireland Colleges.

11.8 Any Other Notified Business

There was no other notified business.

11.9 Next Meeting

The Chairperson reminded Members that the next meeting of the Committee was scheduled for Tuesday 16 February 2010 at the Farm Lodge Ballymena Campus.