

## **NORTHERN REGIONAL COLLEGE**

### **STAFFING COMMITTEE**

Minutes of the meeting of the Staffing Committee held on 8 November 2011 at the Ballymena Campus, Northern Regional College.

Present Mr S Davidson (Chairperson), Mr T Neilands (Director) and Mr R Jay. The following Members of the Finance and General Purposes Committee joined the Staffing Committee for a joint discussion of minute 20.13: Mrs K Collins and Dr D Lennox.

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

### **UNRESERVED BUSINESS**

#### **20.1 Membership of Committee**

- a) The Committee noted its revised membership of the Committee: Mr S Davidson, Rev T Jamieson, Mr R Jay, Mr I Goldsworthy, Mr T Neilands and Mrs C Taylor.
- b) The Committee agreed that Mr S Davidson be appointed as its Chairperson and Mr R Jay Vice-Chairperson;
- c) The Committee reviewed its Terms of Reference and **agreed that**
  - (i) The Terms of Reference be approved subject to the revision of the section dealing with attendance at meetings to include 'and other senior managers as required'.**
  - (ii) The revised Terms of Reference should be forwarded to the Governing Body for endorsement (see Appendix 1).**

#### **20.2 Apologies**

Apologies were received from Mr I Goldsworthy, Rev T Jamieson and Mrs C Taylor.

#### **20.3 Declarations of Interests**

There were no declarations of interest.

#### **20.4 Minutes of the Last Meeting**

The unreserved minutes of the meeting of the Staffing Committee held on 31 May 2011 were approved.

#### **20.5 Matters Arising**

There were no matters arising.

#### **20.6 Chairperson's Communications**

There were no Chairperson's communications.

#### **20.7 Correspondence**

There was no correspondence to report.

## **20.8 Investors in People Award**

The Committee received the Investor in People (IIP) Final Report. The Report states that the College demonstrates quality and commitment at all levels of and increasingly across, the organisation. It details a number of strengths and good practice. After considering the evidence gathered during the on-site visits the assessor has indicated that the College does not currently meet the standard required for the award of IIP and that the assessment process should continue, permitting it to close a number of gaps. The Director advised the Committee that the College was in the process of developing an Action Plan, which would address the two development areas specified by the assessor: planned learning; and development and performance management.

## **20.9 Driving Excellence – Deloitte Leadership and Management Programme**

The Director provided an update regarding the Deloitte Leadership and Management Programme, which consists of six modules. Each module has a lead College; NRC is the Lead College for the Financial Accountability and Governance module. Colleges have also been asked to identify projects according to their needs. NRC has opted to focus on the use of data in performance management. A Leadership and Management Residential has been arranged for 17 – 18 November 2011 at Ross Park Hotel, Ballymena to discuss projects. All Colleges have identified SMT attendees.

The Department has earmarked a budget of £6m for the programme, which is scheduled for completion in March 2012.

## **20.10 Staff Absenteeism Report**

The Committee received the 2010/2011 Sickness Absenteeism Report, indicating that an average of 8.37 working days were lost per employee at NRC, which was 3.21 % of total days available. This represents an improvement on the 2009/2010 figures of 11.07 days lost, 4.24% of the total days available.

The Head of Human Resources stated that the College had the fourth lowest absentee rate in the Sector, where an average of 9.10 working days are lost per employee, which is 3.48 % of the total days available.

She stated that the 2011/2012 College target for sickness absence is set at 7.7 working days lost; this is the average UK workforce sickness absence rate from the CIPD Annual Survey 2010.

In response to a query she advised that the improved performance was attributable to better monitoring and management of absences.

## **20.11 Any Other Notified Business**

There was no other notified business.

## **20.12 Next Meeting**

**It was agreed that the next meeting of the Committee should be held on the same date as the Finance & General Purposes Committee, Wednesday 30 November 2011 at the Ballymena Campus commencing at 7.00 pm rather than on the scheduled date, Tuesday 29 November 2011.** The Secretary undertook to inform absent members of the revised date.