

## **NORTHERN REGIONAL COLLEGE**

### **STAFFING COMMITTEE**

Minutes of the meeting of the Staffing Committee held on 1 June 2015 at 6.00 pm at the Farm Lodge Ballymena Campus, Northern Regional College.

Present        Mrs I Allison (Chair), Professor T Scott (Principal), Dr D Lennox and Ms C McKinney

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

### **UNRESERVED BUSINESS**

#### **39.1 Apologies & Membership**

Apologies were received from Mr S Davidson and Mr R Jay. In the absence of the Chair, Mrs I Allison (Vice-Chair) chaired the meeting. Ms C McKinney (Chair of the Governing Body and an ex-officio member of the Committee) joined the meeting as did Dr D Lennox (Finance & General Purposes Committee)

#### **39.2 Declarations of Interests**

There were no declarations of interest.

#### **39.3 Minutes of the Last Meeting**

The unreserved minutes of the meeting of the Staffing Committee held on 27 April 2015 were approved.

#### **39.4 Matters Arising**

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

#### **39.5 Chairperson's Communications**

There were no communications from the Chair

#### **39.6 Correspondence**

There was no correspondence to report.

#### **39.7 FE College Health Check Issue 2 2014/2015**

The Committee received key sections of the FE College Health Check Report Issue 2 2014/15 and noted:

a) Staff costs as a percentage of total income projected for 2014/15, based on Quarter 2 Management Accounts (six months to 31 January 2015) are 70%. The DEL suggested range is <70%. This includes approximately £100k to support the SIP development process. The Principal indicated that action will be taken as a result of the implementation of the SIP to reduce this ratio from 2015/16 onwards.

b) Staff costs as a percentage of student related income projected for 2014/15 are 5% higher than the sector average. This is still the highest in the sector, but is now only 1% higher than the next ranked College.

c) Absenteeism rates are below the sector average in 2014/15. Mrs Allison acknowledged the achievement.

### **39.8 Staffing Committee KPIs**

The Committee noted progress in relation to the following Staffing KPIs for 2014/15:

- a) Cost of Staff. The staff cost to income ratio as at 30 April 2015 was 63% against a target of 71%. The end of year projection is 69%, which is better than target as a result of holding posts vacant unless essential for College operations. The staff cost (less catering and cleaning) to student related income was 68% against a target of 75%. The end of year projection is 75%, which is on target.
- b) Absenteeism. The number of days absent for the year to 30 April 2015 was 4.75% against a target of 2.5%. The higher rate was due to long term absenteeism; it was noted that only 1.23% of days were lost due to short-term absences. The College is continuing work to achieve the challenging target by the end of year.
- c) Staff Utilisation. The position on staff utilisation had been reported to previous Staffing Committee.
- d) Appraisal. It is anticipated that the 100% completion of appraisal target will be achieved by the end of year. The Principal stated that the Appraisal System was not fit for purpose but the College was limited as to what it can do as it is a Sector System. She said that the College would be seeking to refine the System during the forthcoming year. It was noted that the Salisbury Report Task Force would be giving consideration to this matter.

### **39.9 Salisbury Report**

It was noted that the Task Force had met eight times. Mrs Laverty reported that a new draft constitution for an industrial relations framework was in the course of preparation and would be in draft format by 30 June 2015.

### **39.10 Annual Staffing Committee Report**

Members received a copy of the Staffing Committee Annual Report, which provides a summary of the activities of the Committee during the academic year 2014/2015.

It was noted that it would be necessary to update the Report to reflect discussion at the current meeting. **It was agreed that the Secretary should forward the revised Report to the Governing Body as an Appendix to the minutes (see Appendix 1).**

### **39.11 Any Other Notified Business**

There was no other notified business

### **39.12 Next Meeting**

It was noted that this was the last meeting of the Staffing Committee during the academic year 2014/2015. Ms McKinney thanked the Chair, Vice-Chair and Members of the Committee for their contribution to the work of the College during the academic year.

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I Allison, Chairperson

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Date

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J A Hunter, Secretary

## **Appendix 1**

### **ANNUAL REPORT STAFFING COMMITTEE 2014/2015**

<b>TITLE</b>	Northern Regional College
<b>INTRODUCTION</b>	The purpose of the Report is to provide a summary of the activities of the Staffing Committee during the academic year 2014/2015
<b>MEMBERSHIP</b>	<p>The membership of the Staffing Committee was as follows: Mr S Davidson (Chair), Mrs I Allison (Vice Chair), Mr R Jay and Professor T Scott (Principal).</p> <p>Mrs C Moore (Director of Finance and Corporate Development) and Mrs B Laverty (Head of HR and Equality) attended all meetings.</p>
<b>MEETINGS</b>	<p>The Staffing Committee met on 4 occasions during 2014/2015:</p> <p>3 November 2014</p> <p>1 December 2014</p> <p>27 April 2015</p> <p>1 June 2015</p> <p>The Staffing Committee was joined by the Finance &amp; General Purposes Committee on 1 December 2014 and 1 June 2015 to discuss items of reserved business</p>

	<p>Attendance at meetings was as follows:</p> <table border="1"> <thead> <tr> <th></th><th>3Nov14</th><th>1Dec14</th><th>27Apr15</th><th>1Jun15</th></tr> </thead> <tbody> <tr> <td>S Davidson</td><td>•</td><td>•</td><td>•</td><td></td></tr> <tr> <td>I Allison</td><td>•</td><td>•</td><td>•</td><td>•</td></tr> <tr> <td>R Jay</td><td>•</td><td></td><td>•</td><td></td></tr> <tr> <td>T Scott</td><td>•</td><td>•</td><td>•</td><td>•</td></tr> </tbody> </table> <p>Ms C Mc Kinney, Chair of Governing Body, attended the meeting on 1 June 2015 as an ex-officio Member of the Committee</p>		3Nov14	1Dec14	27Apr15	1Jun15	S Davidson	•	•	•		I Allison	•	•	•	•	R Jay	•		•		T Scott	•	•	•	•
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<b>TERMS OF REFERENCE</b>	The Terms of Reference of this Committee were reviewed and forwarded to the Governing Body for approval on 3 November 2014.																									
<b>CORRESPONDENCE</b>	The Committee considered a range of correspondence relating to the Lecturers' Pay remit, the Local Government Pension Scheme and the Teachers' Pension Scheme 2015.																									
<b>HEALTH CHECK</b>	The Committee scrutinised the appropriate sections of the FE College Health Check Issues 1 and 2 2014/2015 and forwarded comments to the Governing Body.																									
<b>STAFFING KPIs</b>	The Committee monitored Staffing KPIs throughout the year. Particular attention has been given to staff cost ratios. The end of year projection for staff cost to income ratio is 69% which is better than target. The staff cost (less catering and cleaning) to student related income ratio (76%) is slightly higher																									

	than target (75%) due to additional staff requirement to support the preparation of the Strategic Improvement Plan. 7.04 FTE redundant lecturing posts have been identified as a result of under-utilisation of lecturing staff. These details will be updated for the final 2014/15 position.
<b>STAFFING PLAN</b>	The Committee received a revised Staffing Plan on 27 April 2015 updating the information in the Staffing Plan presented to the Committee on 27 January 2014. The Plan confirmed the Staffing Plan objectives for 2014/15 and identified curriculum efficiency redundancies to be completed by 31 August 2015.
<b>VOLUNTARY EXIT SCHEME (VES)</b>	The Sector has submitted a business case to DEL for a VES to provide staff with the opportunity to leave the sector on a voluntary basis and thus reduce staff numbers in colleges. The outcome of the process and the level of funding will not be known until June 2015. The College received 289 eligible declarations of interest. 27 applicants have accepted conditional offers to leave College employment by 31 August 2015. The sector is working with DEL on the next tranche of VES offers to be made to applicants.
<b>STAFF SURVEYS</b>	Consideration has been given to the format of future staff surveys. It was noted that an internal communications manager has been appointed and she will develop a revised staff survey in collaboration with the HR Department and Quality Improvement Unit.
<b>SALISBURY REPORT</b>	The Committee has been provided with updates throughout the year regarding the recommendations of the Salisbury Report. A Sector Task Group has been established to progress the implementation of the recommendations.
<b>STAFF ABSENTEEISM</b>	Regular reports have been received in relation to staff absenteeism. NRC has had the lowest staff absence in the sector in 2013/2014 at 2.55% or 6.28 days

	lost. The target for 2014/2015 (2.5%) is challenging. These details will be updated for the final 2014/15 position.
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<b>STAFF CHANGES</b>	The Committee received a Report at each meeting providing details of temporary appointments; permanent appointments will only be made in exceptional circumstances until the implications of the Strategic Improvement Plan are known. The Committee also receives details of resignations, end of contracts and other significant changes to individuals' terms and conditions.
<b>STAFF DISCIPLINE</b>	Details of an internal disciplinary hearing recommending the dismissal of a member of staff were received by the Committee (3 November 2014). This recommendation was remitted to and endorsed by a Panel consisting of members of the Governing Body. The member of staff took the case to the Labour Relations Agency, which upheld the College's decision. Details of a further internal disciplinary hearing was received at the meeting on 1 June 2015
<b>CONTINUING PROFESSIONAL DEVELOPMENT</b>	During 2013/2014 the College provided 13,500 hours of CPD at an overall cost of £450k. NRC had an ETI Scrutiny visit during 2014/2015; the College received a 'Good' grade for CPD activities. It was noted that a more effective process of identifying and recording all training undertaken by the employees was required.
<b>FAIR EMPLOYMENT</b>	The Committee received a copy of the Fair Employment Monitoring Return 2014/2015. It was noted that the community background composition of the work force is not disproportionate based on catchment areas for different posts and location of campuses.
<b>EMPLOYMENT POLICIES</b>	The Committee undertook a review of Employment Policies at the beginning of the academic year. It was noted that policies were reviewed annually to ensure that the College has appropriate policies in place.

