

NORTHERN REGIONAL COLLEGE

STAFFING COMMITTEE

Minutes of the meeting of the Staffing Committee held on 27 January 2014 at the Farm Lodge Ballymena Campus, Northern Regional College.

Present Mr S Davidson (Chairperson), Mrs I Allison, Mr I Goldsworthy and Mr T Neilands (Principal)

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

UNRESERVED BUSINESS

33.1 Apologies

There were no apologies.

33.2 Declarations of Interests

There were no declarations of interest.

33.3 Minutes of the Last Meeting

The unreserved minutes of the meeting of the Staffing Committee held on 2 December 2013 were approved.

33.4 Matters Arising

33.4.1 Staff Survey (minute 32.7)

Mrs Moore, Director of Finance and Corporate Development, undertook to provide details of variances between campuses and schools for the next meeting of the Committee.

33.5 Chairperson's Communications

33.5.1 Membership of Committee

The Chair reported that Mr Jay's period of appointment as a Governor terminated on 24 January 2014 but he had been reappointed by DEL for a further four years. The Chair added that Mr Jay would continue as a Member of the Staffing Committee.

33.6 Correspondence

It was noted that no correspondence pertaining to staffing matters had been received since the last meeting.

33.7 Balanced Scorecard KPIs

The Committee received a Progress Report regarding Balanced Scorecard KPIs 2013/2014 for the Staffing Committee. It was noted that good progress had been made in relation to Cost of Staff, Staff Voice and Appraisal KPIs. The staff absences (November 2013) are in line with absence in November 2012 and are expected to reduce by the year end to the current target. Staff utilisation is slightly below target.

In response to a query regarding absenteeism, Mrs Laverty stated that the month to month statistics for 2013/2014 were lower than for 2012/2013 and she anticipated that the monthly rates would reduce later in the year enabling the College to meet its target for the academic

year. It was suggested that in future it would be helpful to include details of the previous year's absentee rates to enable a meaningful comparison to be made.

Mrs Moore advised the Committee that the latest Governance Health Check had just been received, which would inform the next Balanced Scorecard. The latest Health Check was considered to be too lengthy to circulate in hard copy format to Committees. It was suggested that the whole document be emailed to all Governing Body members and the front section, the Summary for the Sector, be provided in hard copy in sub-committee papers.

It was noted that the majority of support staff appraisals were not due until the 2nd half of the academic year. Consideration would need to be given to the manner of reporting progress in the Balanced Scorecard in order to reflect this situation and to advise the Committee if the College was in a position to meet the 100% target for appraisals.

Consideration was given as to whether the Staffing Committee should include 'staff utilisation' as one of its KPIs. It was considered that staff utilisation was an efficiency rather than a quality measure. It was agreed that it should continue to be monitored by the Staffing Committee.

33.8 Review of Industrial Relations

The Principal reported that the Review of Industrial Relations, which had been undertaken by Sir Robert Salisbury had now been presented to the Board of Colleges Northern Ireland. The Board had agreed that the Report would be released only after a Ministerial briefing. The Principal stated that the Report would be available for discussion at the next meeting.

33.9 Any Other Notified Business

There was no other notified business

33.10 Next Meeting

The Chairman reminded Members that the next meeting of the Committee would be held on **Monday 31 March 2014** at the Farm Lodge Ballymena Campus commencing **at 6.45 pm** rather than on the scheduled date of 14 April 2014. This would enable a joint meeting with the Finance and General Purposes Committee.