

The Governing Body of Southern Regional College

Meeting of the Staffing Committee of the Governing Body scheduled for **Tuesday 2 May 2023** at **18.30** in the **Boardroom, Banbridge**.

Item No	Item	Papers	Action	Presenters	TOR
1.	Apologies for Absence	Verbal	Noting	Secretary	
2.	Declaration of Interests	Verbal	Noting	Chair	
3.	Minutes of Meeting 28 February 2023	Enclosed	Approval	Chair	
4.	Matters Arising	Verbal	Noting	Chair	
5.	Chairman's Business	Verbal	Noting	Chair	
6.	Career Break Requests - None	Verbal	Noting	Mrs Hughes	12
7.	Policies: <ul style="list-style-type: none"> • Disciplinary – Support Staff • Recruitment and Selection • Time Off for Dependents • Identification (Staff & Students) 	Enclosed	Approval	Mrs Hughes	15
8.	KPI In Year report	Enclosed	Noting	Mrs Hughes	8, 9, 10
9.	Draft Organisational Development Plan	Enclosed	Noting	Mrs Hughes	13
10.	Health & Wellbeing <ul style="list-style-type: none"> • Good for Me Good for FE update 	Enclosed	Noting	Mrs Hughes	14
11.	Annual Fair Employment Monitoring Return	Enclosed	Noting	Mrs Hughes	8
12.	Any Other Business				
Date and time of next meeting: Tuesday 3 October 2023 at 18.30 at the Banbridge campus.					

Distribution List: -

Members

Mr Scott Alexander (Chair), Mr Brian Doran, Dr Laura Milner, Dr Thomas Moore, Mrs Carla Shields and Dr Eileen Stewart.

Attendees:

Mr Raymond Sloan (Director of Client Services), Mrs Ann Marie Hughes (Assistant Director of Human Resources), Mrs Petra McGuirk (Deputy Head of Human Resources), Miss Clodagh Palmer (Boardroom Apprentice) and Miss Lindsay Armstrong (Secretary to the Governing Body).

Terms of Reference

The College's Governing Body has responsibility for the employment of all staff working in the College. The pay and conditions of all staff employed has been delegated to the College Employers' Forum, a collective negotiating body consisting of representatives from the six regional colleges.

The main business of the Staffing Committee is to ensure that appropriate procedures are in place in relation to the recruitment, appointment, promotion, professional development and grading of all staff, other than senior staff.

The responsibilities of the Staffing Committee are to:

1. Support the College's representatives on the College Employers' Forum when negotiating on pay and conditions and service of staff;
2. Monitor the implementation of all College Employers' Forum Circulars;
3. Ensure that all procedures, and their application, in relation to the recruitment, appointment, promotion, grading and remuneration of appropriate staff shall comply with industrial relations and equal opportunity legislation.
4. Ensure that matters relating to the conduct and discipline of staff, and staff grievances about their employment are in accordance with agreed policies and procedures.
5. Monitor the staffing structures operating within the College, to consider any proposed changes from senior management and to bring forward any recommended changes to structures to the Governing Body;
6. Take cognisance of appropriate Departmental guidance and circulars;
7. To consider any proposed redundancies;
8. Monitor staffing levels within the College;
9. Monitor staff sickness absence levels within the College;
10. Monitor the appraisal processes operating across all areas of the College;
11. Monitor industrial relations within the College;
12. Approve career break applications;
13. Monitor the provision of professional development for all staff;
14. Monitor the provision of health and wellbeing activities for all staff;
15. Review and approve local policies that fall within the remit of the Committee; and
16. Assist the Chief Executive on request in any way which is compatible with the above responsibilities.