

## The Governing Body of Southern Regional College

Meeting of the Staffing Committee of the Governing Body scheduled for **Tuesday 4 October 2022**  
at **17.30 via TEAMS**.

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 3 May 2022	Enclosed	Approval	Chair	
4.	Matters Arising	Verbal	Noting	Chair	
5.	Chairman's Business	Verbal	Noting	Chair	
6.	Staffing Committee Annual Report	Enclosed	Approval	Chair	1 – 16
7.	Terms of Reference	Enclosed	Approval	Chair	1 - 16
8.	Career Break Requests	None			
9.	Policies: <ul style="list-style-type: none"> <li>• Employee Development (All staff)</li> <li>• Menopause Policy and Guidance</li> <li>• Draft Hybrid Working Framework (support staff)</li> </ul>	Enclosed	Approval/ Noting/ Consultee comments	Mrs Hughes	15
10.	Organisational Development Plan	Enclosed	Approval	Mrs Hughes	13
11.	Organisational Development Activities	Enclosed	Noting	Mrs Hughes	13
12.	S75 Annual Equality Progress Report a) Equality Progress Report b) Key Highlights of Progress Report	Enclosed	Approval	Mrs Hughes	3
13.	Fair Employment Monitoring Form	Enclosed	Noting	Mrs Hughes	3
14.	IIP and Health & Wellbeing a) IIP Report b) Summary of HWB activities 2021 - 2022 c) HWB calendar of events 2022 – 2023 d) Charity calendar events 2022 – 2023	Enclosed	Noting	Mrs Hughes	14
15.	KPIs Annual Report year end	Enclosed	Noting	Mrs Hughes	8, 9, 10
16.	Any Other Business <ul style="list-style-type: none"> <li>• AccessNI Compliance Audit</li> </ul>				

**Date and time of next meeting: Tuesday 28 February 2023 at 17.30 via TEAMS.**

## **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) 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.