The Governing Body of Southern Regional College

Meeting of the Staffing Committee of the Governing Body scheduled for
Tuesday 30 January 2024 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 October 2023	Enclosed	Approval	Chair	
4.	Matters Arising	Verbal	Noting	Chair	
5.	Chairman's Business	Verbal	Noting	Chair	
6.	Career Break Requests	Enclosed	Approval	Mrs Hughes	12
7.	Policy approval: • Reasonable Force and Safe Handling • Management and Employee Standards	Enclosed	Approval	Mrs Hughes	15
8.	S75 Annual Equality Progress Report	Enclosed	Noting	Mrs Hughes	3
9.	KPI In Year report September – December 2023	Enclosed	Noting	Mrs Hughes	3, 4, 10, 13
10.	Organisational Development Plan Update September - December 2023	Enclosed	Noting	Mrs Hughes	13
11.	Staff levels & recruitment	Enclosed	Noting	Mrs Hughes	3, 8
12.	Health & Wellbeing (HWB) • Good for Me Good for FE Update September – December 2023	Enclosed	Noting	Mrs Hughes	14
13.	CEF Circulars • CEF 2023/01 Pay award Principals' and Deputy Directors' from 1 September 2021 and 1 September 2022 • CEF 2023/01 April 2023 Non-Teaching Staff Pay Scales and Rates	Enclosed	Noting	Mrs Hughes	2
14.	Any Other Business				

Date and time of next meeting: **Tuesday 7 May 2024** at **18.30** in the **Boardroom, Banbridge campus.**

Distribution List: -
Members
Dr Eileen Stewart (Chair), Mr Raymond Sloan (Interim Principal / CEO), Mrs Patricia McCaffrey, Mr Gary McMurray, Dr Laura Milner and Dr Thomas Moore.
Attendees:
Mrs Ann Marie Hughes (Interim Director of Client Services), Mrs Lee Campbell (Director of Finance and Planning), Mrs Petra McGuirk (Acting Assistant Director 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 significant strategic 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.