

## SOUTH WEST COLLEGE GOVERNING BODY

Minutes of a meeting of the **Staffing Committee**  
held on Tuesday 3 December 2024 at 9:00 am  
via Microsoft Teams

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<b>PRESENT:</b>	Mrs Libby Armstrong Dr David Cutting Mr Brian Ingram Ms Alana Jones Campbell, Committee Chair Ms Celine McCartan, Principal & Chief Executive
<b>IN ATTENDANCE:</b>	Mrs Camilla James, Head of People & Culture Mrs Fiona McCauley, Secretary to the Governing Body Mrs Sharon McGrath, Director of Corporate Services
<b>APOLOGIES:</b>	Mrs Gillian McDowell

### **1.0 PRELIMINARIES AND APOLOGIES**

Ms Jones Campbell, Committee Chair, welcomed all present to the meeting, extending a particular welcome to Mrs Armstrong on her first attendance at a Staffing Committee meeting, and spoke of the dual focus for the Committee on Organisational Development and the Student Experience.

An apology was tendered on behalf of Mrs McDowell.

### **2.0 CONFLICT OF INTEREST DECLARATIONS**

No declarations of interest were made.

### **3.0 MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING**

PREVIOUSLY ISSUED to all members:

- Paper 03 Minutes of the Staffing Committee meeting held on 2 October 2024.

There were no matters arising from the minutes.

### **4.0 STRATEGIC PLANNING**

PREVIOUSLY ISSUED to all members:

- Paper 04 Strategic Planning Report.

Ms McCartan apprised the meeting of the establishment of a Culture & Engagement Team and of the initial work undertaken by this team. She also drew attention to the summary provided on the responses to the most recent staff pulse survey and staff engagement survey, noting the prevalence of positive responses as well as the identification of areas for improvement. She commented on the relatively short duration of the change programme in terms of organisational change processes and on the achievements evidenced in this time with further work to be done.

In response to questions and comments from members, Ms McCartan, supported by Mrs James, detailed the different approaches taken to the pulse and engagement surveys, noted the lack of sectoral benchmarking data due to the absence of similar staff surveys and provided an outline of the 'Living Our Values' staff recognition scheme. It was also noted that comments made in the Staff Engagement Survey are followed up with relevant employees with a view to addressing issues raised and it was suggested that these staff are invited to offer proposals for improvement.

Members congratulated the leadership team for the progress made in culture and engagement evidenced by the largely positive responses to the staff surveys and discussed measures to enhance the awareness of and trust in the Governing Body amongst staff.

Regarding Communications, Leadership Coaching & Development and Social & Wellbeing, Mrs James drew attention to the activity in these areas as detailed in the Strategic Planning Report.

## **5.0 MANAGEMENT REPORT**

PREVIOUSLY ISSUED to all members:

- Paper 05 Management Report
- Paper 05.01 Health, Safety & Wellbeing Report
- Paper 05.02 Equality Progress Report Feedback.

### **5.1 Health, Safety & Wellbeing**

*Ref: Management Report Section 1.0 and Paper 05.01*

With reference to paper 05.01, Mrs James commented on the variances in completion rates of the Health & Safety Corporate Training Module within college departments, confirmed that all 25 accidents reported since the commencement of the academic year were minor in nature and provided an overview of an ongoing manual handling concern in the Omagh campus and an air quality concern in the training kitchen in the Erne campus.

In relation to the air quality concern in the training kitchen in the Erne campus, Mrs McGrath and Ms McCartan detailed the investigations carried out and actions taken including closure of the kitchen for a one-week period. They informed the meeting of the related staff and student issues and explained that an action plan is in place and that the kitchen has re-opened on a phased basis under close monitoring.

Members then raised concerns regarding the relatively low level of staff compliance with completion of corporate training modules. The actions taken to encourage completion were outlined and it was agreed that a target completion rate of 90% of Active Directory members by end February 2025 is set.

**ACTION: Target to be set of 90% of Active Directory members completing corporate training modules by end February 2025.**

## 5.2 Other

### 5.2.1 Equality

*Ref: Management Report Section 2.1 and Paper 05.02*

Mrs James referenced the positive feedback received from the Equality Commission on the College's 2023/24 Section 75 Annual Progress Report and advised that the quality of the report had been commended during a meeting of the sectoral Equality Forum.

### 5.2.2 Recruitment & Selection Pilot

*Ref: Management Report Section 2.2*

Mrs James informed the Committee of a proposal to pilot the non-requirement of Human Resources representation on recruitment and selection panels at lecturer and band 1-7 support staff level.

In response to questions and comments from members she explained that such arrangements have worked successfully in other colleges and spoke of the current resourcing challenges within the Human Resources team. Members highlighted the need for the amendment of the Recruitment & Selection Policy to allow for such circumstances as well as the need for the nomination of the chair of the panel or another nominated panel member to take responsibility for post process queries.

The Committee confirmed their support in principle for the proposal and requested a paper detailing the proposed arrangement to include the safeguards to be put in place. It was agreed that the proposal would be reviewed further by correspondence upon receipt of the paper requested with a view to making a recommendation to the Governing Body at its February 2025 meeting.

**ACTION: Paper detailing the proposal to pilot the non-requirement of Human Resources representation on recruitment and selection panels to be circulated to the Committee.**

### 5.2.3 Learning & Development

*Ref: Management Report Section 2.3*

The update provided in the Management Report on Learning and Development was noted by the meeting.

### 5.2.4 Staff Pay Awards

Mrs James explained that a sectoral business case has been submitted to DfE for approval of the 2024 contractual support staff pay award and that pay claims have been received by UCU and NASUWT in relation to the 2024/25 academic staff pay award.

## 6.0 REVIEW OF OUTSTANDING ACTIONS

PREVIOUSLY ISSUED to all members:

- Paper 06 List of Outstanding Actions

It was noted that the proposal to undertake an environmental screening exercise on support for staff and students with neurodisability remains outstanding and that all other items had been actioned. It was then agreed that a meeting is convened between Mr Ingram and relevant Human Resources representatives to progress this matter.

A revised list of actions is contained within Appendix A.

**ACTION: Meeting to be convened between Mr Ingram and relevant Human Resources representatives to progress the outstanding action to undertake an environmental screening exercise on support for staff and students with neurodisability.**

**7.0 ANY OTHER RELEVANT BUSINESS**

Referencing the recently adopted Electronic Communications Policy, the Committee Chair drew attention to the requirement within to avoid sending personal data via email. The meeting then discussed the need for training for staff and governors on data protection as well the need for awareness raising on new and revised policies.

Drawing the non-confidential section of the meeting to a close, Ms Jones Campbell then highlighted the objective of covering business in non-confidential session where possible and moving to confidential session only when necessary.

**8.0 REFLECTION OF EFFECTIVENESS OF THE MEETING**

Members commented on the effectiveness of the meeting.

*The meeting went into confidential session.*

**CONFIRMED AND ADOPTED BY THE GOVERNING BODY AT A MEETING HELD ON WEDNESDAY  
5 FEBRUARY 2025**

**CHAIRPERSON**



**DATE** 05/02/2025

## SUMMARY OF OUTSTANDING ACTIONS

	Meeting Date	Minute Ref	Action
1	04/10/2023	5.3	Mrs James to consider undertaking an environmental screening exercise on support for staff and students with neurodisability.
2	03/12/2024	5.1	Target to be set of 90% of Active Directory members completing corporate training modules by end February 2025.
3	03/12/2024	5.2.2	Paper detailing the proposal to pilot the non-requirement of Human Resources representation on recruitment and selection panels to be circulated to the Committee.
4	03/12/2024	6.0	Meeting to be convened between Mr Ingram and relevant Human Resources representatives to progress the outstanding action to undertake an environmental screening exercise on support for staff and students with neurodisability.