

SOUTH WEST COLLEGE GOVERNING BODY

Minutes of a meeting of the **Staffing Committee**
held on Wednesday 28th September 2022 at 9.00 am via Microsoft Teams

- PRESENT:** Mr Brian Ingram
Mrs Sandra Isherwood
Ms Alana Jones Campbell
Mrs Patricia McCaffrey
Ms Celine McCartan
Ms Anne McCleary (*from item 7.0*)
Mrs Gillian McDowell (Committee Chair)
- IN ATTENDANCE:** Dr Jill Cush, Deputy Chief Executive
Mrs Fiona McCauley, Secretary to the Governing Body
Dr Nicholas O'Shiel, Chair of the Governing Body
Mrs Nicola Quinn, Business Development Support Officer
(*Item 9.0 only*)
Mrs Eimear Rushe, Head of Human Resources
- APOLOGIES:** Dr Barry McCarron, Senior Business Development Officer

1.0 PRELIMINARIES

Mrs McDowell opened the meeting by welcoming all present.

She then acknowledged Mrs Rushe's last attendance at a Staffing Committee meeting due to her pending move to another post. She thanked Mrs Rushe for her contributions to the Committee and wished her well in her new position. Dr O'Shiel echoed these sentiments on behalf of the Governing Body.

2.0 ELECTION OF COMMITTEE CHAIR

Dr O'Shiel reminded the meeting of Mrs McDowell's recent appointment as Vice Chair of the Governing Body, commented on the importance of this role and thanked her for her service as Chair of the Staffing Committee in the preceding three years.

Nominations for the position of Committee Chair were then invited by the Secretary to the Governing Body.

AGREED: on the proposal of Dr O'Shiel, seconded by Mrs McDowell, that Ms Jones Campbell be elected to the position of Chair of the Staffing Committee.

It was also agreed that Mrs McDowell presides over the meeting in hand and that Ms Jones Campbell assumes the Committee Chair position thereafter.

3.0 APOLOGIES

An apology was tendered on behalf of Dr McCarron and it was noted that the report on resource planning in the Business Development section would be delivered by Mrs Quinn later in the meeting.

4.0 CONFLICT OF INTEREST DECLARATIONS

Mrs Rushe undertook to withdraw from the meeting for any discussion on arrangements for the appointment of her successor.

5.0 SAFEGUARDING

No safeguarding matters were raised.

It was noted that a governor with a special interest in safeguarding will be nominated in due course.

6.0 MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING

PREVIOUSLY ISSUED to all members:

- Paper 05 Minutes of the Staffing Committee meeting held on 1 June 2022.

There were no matters arising.

7.0 KEY STRATEGIC ISSUES

PREVIOUSLY ISSUED to all members:

- Paper 06.01 Key Strategic Issues
- Paper 22.06 Initial Outline of People Strategy.

Ms McCartan reflected on each of the key strategic issues in turn and noted that many have been mainstreamed and are covered within the Management Report. She suggested that the developing People Strategy becomes the Committee's focus for the next period.

With reference to paper 22.06, she began her overview of the initial outline of the People Strategy by detailing the draft definition, purpose, mission statement, aims and priorities of the strategy as well as its links to college values. She went on to set the context in terms of government strategy and reviews, internal strategic priorities and the baseline issues currently facing the College, and concluded by detailing the six key themes proposed.

Also referencing paper 22.06, Dr Cush then proceeded to detail the outcomes based approach proposed in relation to action planning, monitoring and reporting. She outlined the distinct roles of the Governing Body, the Management Team and the Human Resources Team in implementing, monitoring and reviewing the actions emanating from the strategy and concluded by illustrating the development stages of the strategy highlighting the first stage of seeking feedback from the Staffing Committee on the framework presented.

Ms McCleary joined the meeting at this juncture.

A discussion then followed during which members welcomed the outline of the People Strategy presented. The need for comprehensive engagement with staff, trade unions and other stakeholders was highlighted and it was suggested that feedback on opportunities to improve should be included in such consultations and that baseline data is gathered to facilitate measurement of progress.

Ms McCartan commented on the incorporation of a number of the recommendations made by the Change Management Team into the strategy as well as on the anticipated

timeframe for completion of the strategy development process in light of the input that will be required from the replacement for the outgoing Head of Human Resources, when appointed. She advised that a draft strategy would be presented at the next committee meeting along with an update on stakeholder engagement. She also thanked Dr Cush and Mrs Rushe for the work undertaken to date on the People Strategy.

8.0 MANAGEMENT REPORT

PREVIOUSLY ISSUED to all members:

- Paper 07 Management Report
- Paper 07.01 Health, Safety and Wellbeing Report
- Paper 07.02 2021/22 Equality Progress Report
- Paper 07.03 Summer Report
- Paper 07.04 Annual Sickness Absence Report 2021/22
- Paper 07.05 Employee Standards Policy
- Paper 07.06 Sickness Absence Management Policy.

8.1 Health, Safety & Wellbeing and Equality

Ref: Management Report Section 1.0 and Paper 07.01

The update on Health, Safety and Wellbeing provided in paper 07.01 was noted by the Committee.

8.2 Equality

Ref: Management Report Section 2.0 and Paper 07.02

AGREED: that the 2021/22 Equality Progress Report is recommended to the Governing Body for approval.

8.3 Human Resources

8.3.1 Summer Approvals

Ref: Management Report Section 3.1 and Paper 07.03

The report on the appointments, staff requests and other resourcing issues approved by the former Interim Chief Executive over the Summer months was noted by the Committee.

8.3.2 Appointments

Ref: Management Report Section 3.1 and Paper 07

In response to a query on the status of resourcing in the Technical Services Team, Mrs Rushe reported that many of the outstanding posts have been filled with a small number of remaining vacancies and that the short term arrangements made to redeploy staff from other areas had worked well. Ms McCartan commented on the need to review the structure of the Technical Services and Digital Learning Teams as part of the forthcoming review of the Business Support structure.

AGREED: that the appointments listed in Appendix I of paper 07 be ratified by the Chair of the Governing Body on behalf of the Governing Body.

8.3.3 Staff Requests

Ref: Management Report Section 3.1 and Paper 07

AGREED: that the staff requests listed in Appendix I of paper 07 be approved by the Chair of the Governing Body on behalf of the Governing Body.

8.3.4 Other Resourcing Issues

Ref: Management Report Section 3.1 and Paper 07

AGREED: that the Maternity Leaves, Career Break Requests, Flexible Working / Retirement Requests and Unpaid Leave Requests listed in paper 07 be noted / supported as appropriate.

8.3.5 Fixed Term Contracts

Ref: Management Report Section 3.1 and Paper 07

AGREED: that the fixed term contract proposals listed in Appendix II of paper 07 be ratified by the Chair of the Governing Body on behalf of the Governing Body.

In response to a query on the arrangements to recruit a replacement for the Risk & Compliance Officer in light of the postholder's pending retirement, the meeting was assured that consideration of the job description for the position has commenced in the context of the Change Management process.

In response to a query, the meeting was made aware of the social inclusion provision in Strabane and the associated accommodation requirements.

The meeting went into confidential session.

8.3.6 Performance Management

Ref: Management Report Section 3.2 and Paper 07.04

Mrs Rushe referenced the 2021/22 Sickness Absence Report and drew attention to the 4.4% of days lost due to sickness absence noting the increase in this figure from prior years. She undertook to circulate sectoral sickness absence rate for benchmarking purposes when available.

ACTION: Mrs Rushe to circulate sectoral sickness absence rate when available.

8.4 Workforce Development

Ref: Management Report Section 4.0

The update on Workforce Development provided in the Management Report was noted by the Committee.

8.5 Policy Review

Ref: Management Report Section 5.2 and Papers 07.05 & 07.06

Mrs Rushe explained that a relaunch of the Employee Standards Policy will be held to promote understanding of the policy amongst staff.

AGREED: that the Employee Standards Policy and the Sickness Absence Management Policy be recommended to the Governing Body for approval.

9.0 RESOURCE PLANNING AND WORKFORCE DEVELOPMENT IN THE BUSINESS DEVELOPMENT UNIT

PREVIOUSLY ISSUED to all members:

- Paper 08 Resource Planning and Workforce Development in the Business Development Unit.

Mrs Nicola Quinn, Business Development Support Officer, joined the meeting for this item.

Mrs Quinn tendered an apology on behalf of Dr McCarron who was unavailable due to commitments related to the College's Building a Sustainable Future Conference.

With reference to paper 08, Mrs Quinn began her report on resource planning and workforce development in the Business Development Unit by outlining the resourcing challenges and budgetary pressures facing the Unit including the administration associated with the management and delivery of projects from multiple funding sources, the move from EU to DfE funded programmes, workload pressures due to staff vacancies, the gap between funding sources and the need to invest in professional development to support the delivery of sectoral commitments within the government's vision for a 10X Economy.

Mrs Quinn then provided a breakdown of revenue generation within the Business Development Unit and drew attention to the achievement of all strategic KPIs. She also detailed the status of each of the EU funded projects currently undertaken within the Unit and listed the new funded projects approved or under development.

In response to questions from members, Mrs Quinn made the meeting aware of the high demand for training under the Flexible Skills programme, detailed the provision available and commented on the opportunity offered by the programme to collaborate with curriculum teams. She also explained that net profits made within the Unit are retained by the College.

Mrs Quinn was thanked for her report and withdrew from the meeting at this juncture.

10.0 REVIEW OF COMMITTEE'S TERMS OF REFERENCE

PREVIOUSLY ISSUED to all members:

- Paper 09 Staffing Committee Terms of Reference.

It was noted that the Staffing Committee Terms of Reference had been reviewed with no amendments proposed.

AGREED: that the Staffing Committee Terms of Reference be recommended to the Governing Body for adoption.

11.0 PROGRAMME OF COMMITTEE BUSINESS 2022/23

PREVIOUSLY ISSUED to all members:

- Paper 09 Programme of Staffing Committee Business 2022/23.

It was noted that the Programme of Business presented may evolve as the year progresses to reflect emerging issues and it was agreed that the 'Key Strategic Issues' item be changed to 'Strategic Planning'.

ACTION: 'Key Strategic Issues' agenda item be changed to 'Strategic Planning'.

AGREED: acceptance of the proposed programme subject to the amendment detailed above.

12.0 ANY OTHER RELEVANT BUSINESS

No further business was raised.

13.0 REVIEW OF OUTSTANDING ACTIONS

PREVIOUSLY ISSUED to all members:

- Paper 12 Outstanding Actions.

A review of the actions contained within paper 12 was undertaken during which Ms McCartan undertook to liaise with Mrs McCauley regarding the Decision Time platform.

ACTION: Ms McCartan to liaise with Mrs McCauley regarding the Decision Time platform.

A revised list of outstanding actions is provided in Appendix A.

11.0 REFLECTION ON EFFECTIVENESS OF MEETING

No comments were made under this heading.

The meeting went into confidential session.

**CONFIRMED AND ADOPTED BY THE GOVERNING BODY AT A MEETING HELD ON WEDNESDAY
16 NOVEMBER 2022**

CHAIRMAN



DATE 16/11/2022

SUMMARY OF OUTSTANDING ACTIONS

Meeting Date	Minute Ref	Action
01/06/2022	8.0	Mr Murphy to send the Committee Chair further information in relation to the 'Minute Pad'.
28/09/2022	13.0	Ms McCartan to liaise with Mrs McCauley regarding the Decision Time platform.
28/09/2022	8.3.6	Mrs Rushe to circulate sectoral sickness absence rate when available.
28/09/2022	11.0	Programme of Business to be revised to replace the 'Key Strategic Issues' item to 'Strategic Planning'.