

## SOUTH WEST COLLEGE GOVERNING BODY

Minutes of a meeting of the **Staffing Committee**  
held on Tuesday 6 December 2022 at 9.00 am  
via Microsoft Teams

---

**PRESENT:** Mr Brian Ingram  
Mrs Sandra Isherwood  
Ms Alana Jones Campbell (Committee Chair)  
Mrs Patricia McCaffrey  
Ms Celine McCartan  
Mrs Gillian McDowell

**IN ATTENDANCE:** Dr Jill Cush, Deputy Chief Executive  
Mrs Regina Gormley, Human Resources Services Team Leader  
Mrs Fiona McCauley, Secretary to the Governing Body  
Dr Nicholas O'Shiel, Chair of the Governing Body  
Ms Lynsey Stewart, HeadsTogether

**APOLOGIES:** Ms Anne McCleary

### **1.0 APOLOGIES**

An apology was tendered on behalf of Ms McCleary.

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

No conflict of interest declarations were made.

The Committee Chair asked members to ensure that any queries which could lead to the identification of an individual are raised during confidential session only.

### **3.0 SAFEGUARDING**

No safeguarding matters were raised.

It was agreed that future reporting on safeguarding would be made to the Education, Quality & Performance Committee.

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

PREVIOUSLY ISSUED to all members:

- Paper 04 Minutes of the Staffing Committee meeting held on 28 September 2022.

Dr Cush informed the Committee of an omission to the September 2021 and September 2022 remuneration reports in relation to a member of staff receiving payment for additional duties and advised that this would be corrected in the next remuneration report to the Committee.

## **5.0 KEY STRATEGIC ISSUES**

PREVIOUSLY ISSUED to all members:

- Paper 05 Draft Terms of Reference for Internal Change Team.

Ms McCartan confirmed the establishment of a Change Team to lead and support the change management process. She commented on the team's draft term of reference, its programme of work, its role, including to provide feedback on staff views, and its forthcoming review of the College's values with a view to presenting an associated recommendation on values to the Governing Body. She also highlighted the team's recommendation for wider dissemination of the information provided to managers at the Strategic Improvement Planning event, the subsequent delivery of staff briefings on all campuses attended by over 350 staff and the positive written feedback received from trade unions on the engagements held. Members welcomed the openness and transparency with staff as well as the communications from the trade unions.

In updating the Committee on the developing People Strategy, Ms Stewart explained that engagements with managers have taken place to inform the strategy and listed the proposed five key pillars of Culture, Change, Leadership, Performance and Engagement. She went on to outline the relevance of each of the proposed pillars and advised that actions and success indicators will be identified. She also spoke of the key role of the Head of People & Culture, when appointed, in the development of the strategy. Members welcomed the five pillars proposed and spoke of the importance of continuous engagement and workforce development. It was also noted that support will be required to prepare staff for any change arising from the Review of the Further Education Delivery Model.

## **6.0 MANAGEMENT REPORT**

PREVIOUSLY ISSUED to all members:

- Paper 06 Management Report
- Paper 06.01 Health, Safety and Wellbeing Report
- Paper 06.02 NI Chest, Heart & Stroke – SWC Health Report
- Paper 06.03 Staff Resource Report
- Paper 06.04 Fixed Term Contract Report
- Paper 06.06 Workforce Development Policy
- Paper 06.07 Recruitment & Selection Policy
- Paper 06.08 Recruitment & Selection Guide.

### **6.1 Health, Safety & Wellbeing**

*Ref: Management Report Section 1.0 and Papers 06.01 & 06.02*

Mrs Gormley drew attention to the flu vaccine clinics, health check clinics and information sessions delivered in the September to November 2022 period. She reported on the suggestions received through the Annual Health & Wellbeing Survey as well as on the low response rate to the survey despite promotion through various channels.

### **6.2 Equality**

*Ref: Management Report Section 2.0*

Mrs Gormley highlighted the equality work undertaken in the reporting period including student and staff training, equality screening of policies and sectoral meetings.

## 6.3 Human Resources

### 6.3.1 Appointments

*Ref: Management Report Section 3.1 and Paper 06.03*

**AGREED: that the appointments listed in paper 06.03 be ratified by the Chair of the Governing Body on behalf of the Governing Body.**

### 6.3.2 Staff Requests

*Ref: Management Report Section 3.1 and Paper 06.03*

In addition to the staff requests listed in the Staff Resource Report, Ms McCartan sought approval for resource support for the Change Management process.

**AGREED: that the staff requests listed in paper 06.03, as well as that verbally requested above, be approved by the Chair of the Governing Body on behalf of the Governing Body.**

### 6.3.3 Other Resourcing Issues

*Ref: Management Report Section 3.1 and Paper 06.03*

It was noted that the Career Break Requests listed in paper 06.03 would be considered in confidential session.

In response to a query from a member, the approximate ratio of staff represented by Trade Unions was given and the formalization of remission arrangements for Trade Union representatives was highlighted.

**AGREED: that the Maternity Leaves, Flexible Working Requests and other requests listed in paper 06.03 (with the exception of Career Break Requests) be noted / supported as appropriate.**

### 6.3.4 Fixed Term Contracts

*Ref: Management Report Section 3.1 and Paper 06.04*

In response to a suggestion from the Committee Chair, it was agreed that future Fixed Term Contracts Reports would include a rationale for recommendations made.

**ACTION: Future Fixed Term Contract reports to include a rationale for recommendations made.**

**AGREED: that the fixed term contract proposals listed in paper 06.04 be ratified by the Chair of the Governing Body on behalf of the Governing Body.**

### 6.3.5 Performance Management

*Ref: Management Report Section 3.2*

Mrs Gormley reported on the ongoing monitoring of sickness absence rates and on the launch of a new online appraisal process.

## 6.4 Workforce Development

*Ref: Management Report Section 4.0*

Mrs Gormley explained that managers had been trained on performance management and performance appraisal and that the new lecturing staff induction programme is currently being delivered to new staff.

Dr Cush reported that a review of the induction process for Part-Time Lecturers is underway, arising from the lessons learnt from the malpractice incident, with positive initial feedback received.

## **6.5 Policy Reviews**

*Ref: Management Report Section 5.1 and Papers 06.06, 06.07 & 06.08*

Mrs Gormley referenced the reviews undertaken of the Workforce Development Policy, the Recruitment & Selection Policy and the Recruitment & Selection Guide. It was noted that the Student Internship Policy would be reviewed for the next committee meeting and that the Recruitment & Selection Guide is presented for information. Ms McCartan explained that the review of the Recruitment & Selection Policy and Recruitment & Selection Guide had been undertaken to address issues raised in the reports produced by the external Change Management Team and that training on the new policy and guide would be delivered to relevant staff.

Mrs Gormley also commented on the large volume of applications received to under the Hybrid Working Scheme.

In response to a question on appropriate adjustments for candidates with a disability, Mrs Gormley confirmed that the College's commitment to making appropriate adjustments is outlined in the Recruitment & Selection Guide.

**AGREED: that the Workforce Development Policy and the Recruitment & Selection Policy be recommended to the Governing Body for approval.**

## **6.6 Payroll**

*Ref: Management Report Section 5.2*

Mrs Gormley reported that 18 applications for threshold payment have been received for assessment.

## **7.0 PRESENTATIONS TO THE COMMITTEE**

The Committee Chair informed the meeting that the scheduled presentation on Resource Planning and Workforce Development in the Centres for Excellence had been withdrawn to enable the Committee to dedicate additional time to strategic matters. She suggested that presentations scheduled for the remaining meetings in 2022/23 are withdrawn with consideration of the reinstatement of such presentations in 2023/24 to be taken at the year end.

**AGREED: withdrawal of scheduled presentations to the Committee.**

## **8.0 ANY OTHER RELEVANT BUSINESS**

### **8.1 Pay Awards**

PREVIOUSLY ISSUED to all members:

- Paper 07 CEF Circular 2022/03 Non-Teaching Pay Scales.

With reference to paper 07, Ms McCartan reported that pay awards for non-teaching staff are up to date. In relation to academic staff, she advised that Department for the Economy (DfE) and Department of Finance (DoF) approval is awaited to enable payment of the 2021/22 pay award, that negotiations continue in relation to 2022/23 pay award and that action short of strike is ongoing as a result of the above.

**8.2 Staffing Committee Terms of Reference**

The Committee Chair explained that the Staffing Committee Terms of Reference will be reviewed by a sub-group and presented to the Committee for consideration at its February 2023 meeting.

**9.0 REVIEW OF OUTSTANDING ACTIONS**

PREVIOUSLY ISSUED to all members:

- Paper 08 Outstanding Actions.

A review of the actions contained within paper 08 was undertaken during which it was noted that all actions had been addressed.

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

**10.0 REFLECTION ON EFFECTIVENESS OF MEETING**

Members commented favourably on the pace of the meeting.

*The meeting went into confidential session.*

**CONFIRMED AND ADOPTED BY THE GOVERNING BODY AT A MEETING HELD ON WEDNESDAY  
11 JANUARY 2023**

**CHAIRMAN**

  
\_\_\_\_\_

**DATE** 11/01/2023

## SUMMARY OF OUTSTANDING ACTIONS

Meeting Date	Minute Ref	Action
06/12/2022	6.3.4	Future Fixed Term Contract reports to include a rationale for recommendations made.