

SOUTH WEST COLLEGE GOVERNING BODY

Minutes of a meeting of the **Staffing Committee**
held on Wednesday 1 February 2023 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
 - Ms Anne McCleary
- IN ATTENDANCE:**
- Dr Jill Cush, Deputy Chief Executive
 - Mrs Camilla James, Head of People and Culture
 - Ms Sheila Lynd, Campus Admin

Ms Jones Campbell welcomed Mrs James to her first Staff Committee as Head of People and Culture.

1.0 APOLOGIES

It was noted that all members were present.

2.0 CONFLICT OF INTEREST DECLARATIONS

Mrs James declared an interest in regarding her name reference in paper 05.02 in respect of her new appointment.

3.0 MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING

PREVIOUSLY ISSUED to all members:

- Paper 03.01 Minutes of the Staffing Committee Meeting held on Tuesday 6 December 2023.

Ms McCartan referred to item 6.5 and stated that the recent Recruitment & Selection Policy, which was approved at the previous meeting, stated that all positions would be approved in advance by the Staffing Committee before recruitment could commence. In some cases, this could mean a considerable delay, and the Committee was asked to consider an amendment to the Policy to allow delegated authority for routine appointments. Mrs James clarified the definition of routine appointments as where there was an existing post which had become vacant i.e. due to retirement, resignation, maternity or career break, and stated that any new appointments or significant change in role would be submitted to the Staffing Committee for consideration. Any delegated appointments would be reported to the Committee in retrospect. Some research had been carried out to establish how the sector managed recruitment and it is noted that other Colleges have delegated authority to the Principal and Chief Executive around routine appointments.

Members agreed with the proposal but asked that consideration be given to the necessity to replace a post and that any post deemed contentious would be reported to Staffing Committee for discussion and support. In response to a question Ms McCartan said it may be necessary to advertise posts both internally and externally depending on the particular circumstance but this would be given due consideration.

AGREED: that the Committee approved the delegated authority to fill routine vacant posts, where there is an ongoing need for the post.

4.0 KEY STRATEGIC ISSUES

PREVIOUSLY ISSUED to all members:

- Paper 04.01 CE January Staff Communication
- Paper 04.02 Draft Values Consultation.

Ms McCartan confirmed that the Internal Change Team continues to meet and has now moved to a detailed planning phase. The team is supported by an interim change manager until the end of March, Mr Derek Kennedy who was appointed through an Operational Partnership Agreement with the Strategic Investment Board (SIB). An internal recruitment process is currently ongoing for a temporary Change Manager role.

Ms McCartan referred to Paper 04.01. The staff communication contained a link to a staff culture pulse survey which was devised by the Internal Change Team. The survey is anonymous and contains 20 questions, which will provide high level baseline data around culture, structure, communications and decision making in the College. The survey will be issued four times throughout 2023 and it is anticipated that the questions will be refined going forward to allow the opportunity to seek comments and further qualitative information with the responses highlighting the areas to prioritise for action. Ms McCleary suggested that from her experience, surveys with lesser questions may receive a better response.

Ms McCartan referred to paper 04.02 and confirmed that the Change Team is also working on refreshing the College Values. Governing Body members will be given the opportunity to contribute to the updated College Values, Mission and Vision at the strategic planning event on 1st March.

Ms McCartan reported that the Strategic Improvement Plan is due to be completed by end March and it will incorporate the strands of change currently being developed.

Ms McCartan stated that work on the Management realignment is ongoing. It is anticipated this will be an area highlighted by staff in the Pulse survey. The proposal paper is currently not at a stage for circulation, and it is likely that an exceptional Staffing meeting will be required to focus on this prior to any consultation with Unions and staff. It is hoped this can be completed in line with the end of March timeframe.

Mrs James confirmed that work is ongoing on the HR Strategy. It is hoped that a draft for discussion will be submitted to the February management team meeting. Following that an updated version, which will include a clear action plan, will be submitted to the next Staffing Committee for review. It is hoped that the strategy will be launched with the wider staff body by June 2023.

Ms McCartan reported that Jim Mullen had been engaged to provide an analysis of curriculum management following the Pearson malpractice. Mr Mullen has returned a very positive report which has been incorporated into a wider lessons learnt report, which will also include quality assurance and HR procedures.

5.0 **MANAGEMENT REPORT**

PREVIOUSLY ISSUED to all members:

- Paper 05 Management Report
- Paper 05a Additional Requests
- Paper 05.01 Health & Safety Report
- Paper 05.02 Staff Resource Report
- Paper 05.03 Fixed Term Contract Report
- Paper 05.04 Absence Management Report
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5.1 **Health, Safety & Wellbeing**

Mrs McCaffrey referenced the very successful impromptu Health and Safety inspections which had taken place recently and asked for acknowledgement to be passed to staff concerned.

5.2 **Human Resources**

5.2.1 **Resourcing**

Ref: Management Report Section 3.0, Paper 05.02 and Paper 05a

Members raised queries regarding areas where it is difficult to recruit. It was agreed this should be listed as an area for discussion in Strategic Planning at the next Staffing Committee meeting.

AGREED: that the Staff Requests listed in paper 05.02 and Paper 05a be ratified by the Chair of the Governing Body on behalf of the Governing Body.

5.2.2 **Part-Time Lecturer Register**

Mrs McCartan sought approval to amend the current process around Part-time Lecturer recruitment to permit the register to remain open on an ongoing basis. This would allow applicants to register an interest to work with the College on an ongoing basis, which would mitigate against risk where occasional emergency appointments are required.

AGREED: amendment to Part-Time Lecturer process to allow applications to be received on an ongoing basis.

5.2.3 **Appointments**

Ref: Management Report Section 2.0 and Paper 05.02

AGREED: that the appointments listed in paper 05.02 be ratified by the Chair of the Governing Body on behalf of the Governing Body.

5.3 **Absence Management**

Ref: Management Report Section 5.0 and Paper 05.04

Mrs James referred to the report and stated that overall the average days lost was 5.34 days and noted that the key reasons for absence was largely due to standard

illness with nothing significant to note. Ms McCartan responded to a question from Ms Jones Campbell regarding the Finance Department and stated that it was anticipated this figure would now reduce due to a recent ill-health retirement.

5.4 **Other**

5.4.1 **Threshold Payment Recommendations**

Ref: Management Report Section 7.1

AGREED: the 12 Threshold Payments approved should be paid.

ACTION: Members to be provided with backup documentation on the Threshold process.

6.0 **TERMS OF REFERENCE**

- Paper 06 Staffing Committee Terms of Reference

Ms Jones Campbell referred to the revised draft Terms of Reference document and gave an overview of the changes, which provide clarity on the function and authority of the Staffing Committee.

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

7.0 **ANY OTHER RELEVANT BUSINESS**

None.

8.0 **REVIEW OF OUTSTANDING ACTIONS**

PREVIOUSLY ISSUED to all members:

- Paper 08 List of Outstanding Actions.

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

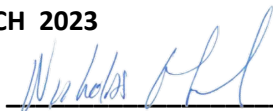
9.0 **REFLECTION ON EFFECTIVENESS OF MEETING**

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
8 MARCH 2023**

CHAIR



DATE 08/03/2023

SUMMARY OF OUTSTANDING ACTIONS

Meeting Date	Minute Ref	Action
01/02/2023	3.0	Recruitment & Selection Policy to be amended to allow delegated authority to the Principal to approve routine appointments.
01/02/2023	5.2.1	Difficult to recruit areas to be discussed under the Strategic Planning item at the March 2023 Staffing Committee meeting.
01/02/2023	5.4	Members to be provided with backup documentation on the Threshold process.