

SOUTH WEST COLLEGE GOVERNING BODY

Minutes of an **Online** meeting of the **Staffing Committee**
held on Wednesday 30 September 2020

PRESENT: Mr Michael McAlister (Chief Executive)
Mrs Patricia McCaffrey
Mrs Gillian McDowell (Committee Chair)
Mrs Monica McGeary
Mr Michael Skuce

IN ATTENDANCE: Dr Jill Cush, Deputy Chief Executive
Mr Padraig McNamee, Head of Faculty (Item 9.0 only)
Dr Nicholas O'Shiel, Governing Body Chair
Mrs Shirley Patterson, Acting Secretary to the Governing Body
Mrs Eimear Rushe, Head of HR

PRELIMINIARIES

At the outset the Chair explained that the meeting would be recorded for minute taking purposes and that this recording would be destroyed when the minutes had been agreed.

1.0 APOLOGIES

No apologies were recorded.

2.0 CONFLICT OF INTEREST DECLARATIONS

No declarations were made under this heading.

3.0 SAFEGUARDING

No safeguarding issues were raised.

4.0 MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING

PREVIOUSLY ISSUED to all members:

- Paper 04 Minutes of 3 June 2020 Staffing Committee meeting

There were no matters arising from the minutes.

5.0 KEY STRATEGIC ISSUES

PREVIOUSLY ISSUED to all members:

- Paper 05.01 List of Key Strategic Issues
- Paper 05.02 Management Update on Key Strategic Issues

With reference to paper 05.02, the Chief Executive provided a summary update of the of the key strategic issues. In response to queries from committee members regarding the Transform to Deliver Business Case, the Chief Executive advised that the six colleges briefed academic staff on the update on negotiations on FE Lecturer Pay and Conditions after the breakdown of negotiations. He explained that the proposal of an annualised contract included a restriction on the maximum student contact time by semester. Dr O'Shiel commented to acknowledge that the College is fully committed to reaching an agreement with the Trade Unions and is ready to meet again. The chief Executive further advised that the next stage is for the pay claim to be reviewed by the College Employers Forum (CEF), if rejected the Unions will ballot for industrial action.

Items 6.0 and 7.0 were deferred to the end of the meeting

8.0 MANAGEMENT REPORT

PREVIOUSLY ISSUED to all members:

- Paper 08 Management Report
- Paper 08.01 Staff Guide for return to Campus and continuation of Remote Working
- Paper 08.02 Staff Protocol – If you become unwell at College
- Paper 08.03 Student Protocol – If you become unwell at College
- Paper 08.04 Protocol – If someone in your family has tested positive - has symptoms
- Paper 08.05 COVID-19 Incident Report Log
- Paper 08.06 Preparation for Day 1 Checklist
- Paper 08.07 Welcome Back Protocol
- Paper 08.08 COVID-19 Campus Recovery Health Safety Learning Development Plan
- Paper 08.09 Health & Wellbeing Survey Summary
- Paper 08.10 Health, Safety and Wellbeing Report
- Paper 08.11 Staff Health and Wellbeing Plan
- Paper 08.12 Equality Update
- Paper 08.12a Equality Progress Report
- Paper 08.13 Staff Resource Report
- Paper 08.13a VES Leaver reappointment form PTL Register
- Paper 08.14 Fixed-term Contract Report
- Paper 08.15 Summer Report
- Paper 08.16 Annual Sickness Absence Report
- Paper 08.17 Re-launched HEPD Brochure
- Paper 08.18 SWC Digital Skills Passport Proposal
- Paper 08.19 Updated Student Internship Policy
- Paper 08.20a Review Summary – Probation Procedure 2020

- Paper 08.20b Review Sept 2020 – Probation Procedure 2020
- Paper 08.20c Update Sept 2020 – Probation Procedure 2020
- Paper 08.21 Approval Letter – FE Lecturer Increments 2020-21
- Paper 08.22 Approval Letter – FE Non-Teaching Increments 2020-21

8.1 COVID-19 Recovery Plans

Ref: Management Report Section 1.0 and papers 08.01, 08.02, 08.03, 08.04, 08.05, 08.06, 08.07, 08.08 & 08.09

With regard to the College's Covid-19 recovery planning, Mrs Rushe provided an overview of the Covid-19 working groups and the protocols developed and implemented. She remarked on the importance of data received from the annual health and wellbeing survey to ensure the correct support is in place for staff during these challenging times.

8.2 Health, Safety and Wellbeing

Ref: Management Report Section 2.0 and Papers 08.10 & 08.11

The update on Health & Safety and Health & Wellbeing were noted by the committee. Mrs Rushe drew attention to the relaunch of the Employer Assistance Programme and the increased interest in the Flu Vaccination Programme.

8.3 Equality

Ref: Management Report Section 3.0 and Papers 08.12 & 08.12a

The update on equality matters was noted by the Committee.

AGREED: that the Equality Scheme Annual progress Report detailed in Paper 08.12a be recommended to the Governing Body for approval.

8.4 Human Resources

8.4.1 Resourcing

Ref: Management Report Section 4.1 and Papers 08.13, 08.14 & 08.15

Members noted the appointments, staff requests, resignations, retirements, fixed term contract recommendations and other issues ratified by the Chief Executive under the authority delegated to him over the Summer period (paper 08.15).

Mrs Rushe provided an overview of the staff resource report (paper 08.13) and fixed term contract report (paper 08.14). She updated members on an alternative model currently being explored for LMS Implementation Coordinator and noted this new post would be on hold.

A discussion took place on exit interviews and it was agreed that the Staffing Programme of Business would be amended to include a leavers report including

analysis of exit interviews at all Staffing Committee meetings. Additionally, it was agreed that the exit interview for HR Officer will be circulated once complete.

AGREED: that the staff resource report proposals detailed in Paper 08.13 be ratified by the Chair of the Governing Body on behalf of the Governing Body. (ii) that the fixed term contracts proposals detailed in Paper 08.14 be ratified by the Chair of the Governing Body on behalf of the Governing Body.

8.4.2 Performance Management

Ref: Management Report Section 4.2 and Paper 08.16

The annual sickness absence management report was noted by the Committee. Mrs McGeary asked if there was any indications of absence due to Covid-19. Dr Cush detailed seven low level incidents across the campuses, she apprised members that the measures and protocols in place alongside the Covid-19 Supervisors are holding up. It was agreed that data on Covid-19 incidents will be reported to this Committee.

AGREED: Data on Covid-19 incidents to be reported into Staffing Committee

8.4.3 Workforce Development

Ref: Management Report Section 4.3 and Papers 08.17 & 08.18

With reference to Investors in People (IIP) Mrs Rushe explained that a 12 month extension of the Colleges Silver Accreditation has been offered, subject to a short submission from the college. Dr O'Sheil advised members that following a meeting with IIP representative Mrs McCutcheon he was advised that the IIP branding will not be lost during this interim.

The update on the Higher Education Professional Development Programmes, SWC Digital Skills Passport and Leadership and Learning programme were noted by the Committee.

8.5 Other

8.5.1 Policy Review

8.5.1.1 Student Internship Policy

Ref: Management Report Section 5.1.1 and Paper 08.19

AGREED: that the revised Student Internship Policy be recommended to the Governing Body for approval.

8.5.1.2 SWC Probation Procedure for Support Staff

Ref: Management Report Section 5.1.2 and Paper 08.20a, 08.20b & 08.20c

AGREED: that the revised SWC Probation Procedure is approved by the Staffing Committee

8.5.2 Payroll

Ref: Management Report Section 5.2 and Paper 08.21 & 08.22

Mrs Rushe drew attention to papers 08.21 and 08.22, approval from the Department of Economy for Lecturing Staff and Support Staff incremental progression pay for 2020/21.

Discussion took place on the ongoing process with College Employers Forum (CEF) to agree a revised circular to allow newly appointed Lecturers with teaching and/or industry experience the opportunity to receive additional increments. It was decided that an interim arrangement aligned to the draft circular would be put in place and that this interim arrangement would cease immediately on receipt of the revised CEF circular.

AGREED: that the proposal of an interim arrangement of placement of lecturers on the salary scale be recommended to the Governing Body for approval.

8.5.3 Safeguarding

No safeguarding issues were raised.

9.0 **RESOURCE PLANNING & WORKFORCE DEVELOPMENT IN THE AUTOMOTIVE, COMPUTING AND ENGINEERING FACULTY.**

PREVIOUSLY ISSUED to all members:

- Paper 09 Resource Planning & Workforce Development in the Automotive Computing & Engineering Faculty

Mr McNamee, Head of Faculty, joined the meeting for this item.

Through his presentation Mr McNamee detailed resource planning and workforce development initiatives for the Automotive, Computing and Engineering Faculty. In relation to retention of staff he outlined steps for implementation which included: starting staff at an appropriate place on the pay scale based on experience; measuring the strength of the part time panel; and giving more time to training and appraising part time lecturers. He noted that plans were in place to identify where support is required by a proactive monitoring process which will result in a structured program of professional development and training. He concluded his presentation with a vision of back to basics; a clear vision of what's important and teamwork.

In response to comments and questions from Committee members, Mr McNamee outlined an operational yearly plan that is in development, he advised this will clarify who is responsible for tasks and accountability. He further introduced a new tool for the student voice which is now available on MS Teams for all schools to record issues.

Mr McNamee referred to plans to motivate and energise staff, this included a process of talking to each member of staff; development of individual staff plans; and to use student feedback to identify and address any issues.

The Committee commended Mr McNamee on his presentation and requested a 10 minute update on this work at the December 2019 meeting.

Mr McNamee left the meeting at this juncture.

10.0 REVIEW OF STAFFING COMMITTEE TERMS OF REFERENCE

PREVIOUSLY ISSUED to all members:

- Paper 10 Staffing Committee Terms of Reference

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

11.0 PROGRAMME OF BUSINESS 2020/21

PREVIOUSLY ISSUED to all members:

- Paper 11 Proposed Programme of Business 2020/21

It was noted from item 8.4.1 that the addition of a leavers report including analysis of exit interviews will be added to the programme of business for each Committee meeting.

AGREED: acceptance of the Programme of Business 2020/21

12.0 ANY OTHER RELEVANT BUSINESS

No further business was raised.

13.0 REVIEW OF OUTSTANDING ACTIONS

PREVIOUSLY ISSUED to all members:

- Paper 13 List of Outstanding Actions

It was noted that an update on the LLP was provided in the Management Report (paper 08). With reference to the review of the whole college realignment it was noted this has been deferred to March 2021.

All outstanding actions, including those arising out of this meeting are detailed in the Summary of Outstanding Actions table attached at Appendix A.

The meeting went into confidential session at this juncture for items 6.0 and 7.0.

12.0 EVALUATION OF MEETING

Members conveyed their satisfaction with the proceedings of the meeting.

The meeting concluded at 11:17am.

**CONFIRMED AND ADOPTED BY THE GOVERNING BODY AT A MEETING HELD ON WEDNESDAY
11 NOVEMBER 2020.**

CHAIR _____

DATE _____

SUMMARY OF OUTSTANDING ACTIONS

Meeting Date	Minute Ref	Action
27/03/2019	13.2	Review of campus management arrangements to be undertaken twelve months after implementation – September 2020.
03/06/2020	5.2	Review of Management Structure to be considered in September 2020
30/09/2020	13	The review of Whole College Realignment will be deferred to March 2021
30/09/2020	8.4.2	Data on Covid-19 incidents to be reported into Staffing Committee
30/09/2020	09	Update on Resource Planning and Workforce Development in the Automotive, Computing and Engineering Faculty – December 2020