

**Minutes of 9th Meeting of Human Resources Committee
Albany House, 73-75 Great Victoria Street, Belfast
Monday 8 October 2018 – 10.30am**

Present: Paul Fitzpatrick (Chair), Brian McGrath, Grainne McAleer, David Canning, Chris Murdock, Eamonn McDowell.

Apologies: Monica Culbert.

In Attendance: Sam Gallaher (Chief Executive), Lesley Dickson (PA to Chief Executive).

1. Welcome, Introduction and Apologies

The Chair welcomed members to the meeting and noted apologies had been received from MC.

2. Declarations of Conflicts of Interest.

There were no declarations of conflicts of interest.

3. Minutes of the meeting of the 22 May 2018

The minutes of meeting held on the 22 May 2018 were agreed and adopted.

Proposed by BMcG and seconded by GMcA

4. Matters Arising

SG highlighted 2 action points from the last meeting and informed members that the NIPSA Agreement had been passed through Council and that an introductory meeting with ██████████ of NIPSA was being scheduled.

5. HR Update and Issues (HRC/18/09/01)

SG informed members that the employment of the member of staff, presently on suspension, was terminated following a disciplinary hearing on 17th September 2018 and ratification of the decision by the F&GP Committee and the Chair of Council in accordance with the

Action

SG

Disciplinary Policy. An appeal of decision has been lodged and an appeal hearing is being scheduled for later in October.

Action

SG informed members that fixed term contracts for 2 members of staff had been extended to the end of the financial year in light of delay in progressing regulation and that one member of staff is to return shortly on a part-time basis following a career break SG advised that the financial implications of these changes were already covered in the 18/19 budget.

Members were informed that GTCNI had recently appointed new HR advisors, Heads Together, for a contract period of up to 4 years. The CEO and ██████ had held an initial meeting with the company and contract management arrangements were being put in place.

SG advised members that an all-staff day has been organised for 15 October.

6. Attendance Management (HR/18/09/02)

As agreed the HR Committee considered the monitoring report on the management of absence levels within the GTCNI. Members noted the downward trend and EMcD said that the figures were now looking positive.

SG stated that on reviewing absence levels it is encouraging that the underlying absence level in the organisation is 1.83% or an average of 3 days per member of staff per annum. There was however an issue pertaining to the record of one member of staff who is currently on a prolonged return to work. A further occupational health assessment has been completed and next steps are being considered.

7. & 8. Staffing Restructure & Performance Management (HR/18/09/03)

SG

SG gave a verbal report to members advising that, at present, the Council had no Corporate Plan and that this will be a key area of focus for the next six months. He advised that the Council will need to consider where it wishes to be in three years, especially in respect of being the “professional body” for the profession in N.I. and set strategic objectives accordingly. This is important as it will:

- Ensure a legacy handover and continuity from the current Council to the new Council in October 2019;
- Influence the extent of any staff restructure in the present year;
- Influence objective setting and staff appraisal/performance management.

SG stated that there is a logical sequence and that it was his recommendation that points 2 and 3 should not be progressed in isolation.

Action

It is hoped that any staff restructure could be completed within the current year. SG stated that he sees three important functions of the Council; Registration/Regulation, Policy & Practice (professionalism) and Corporate Services. SG is minded that each should have a specific head and that Policy & Practice requires specific attention as it is key to determining the success of the Council in the eyes of the profession.

SG

With regards to Performance Management, SG said that preparation for the introduction of this will be undertaken in the current financial year but it is unlikely that appraisals will take place before the first quarter of 19/20. This will align with business planning. Discussion touched on strategic planning and the possible extension of registration/regulation. EMcD said that although muted in the past he felt that registration of the FE sector would be a significant development. SG stated that any extension of registration should only be considered if it will add value to the teaching profession.

DC explained that the GTCW had extended its remit beyond teacher registration/regulation and had evolved into the Education Workforce Council which now covers FE and Teaching Assistants. This has been viewed as a positive development.

SG advised that the Council should as part of developing its corporate plan define what its role is in being a professional body. Decisions taken in this regard will shape the legacy of the current Council and ensure continuity.

SG

The Chair said that it was his view that teachers want safe-guarding of the profession and EMcD said he feels that the Council needs to regain the confidence of the profession.

All

SG stated that it was his view that a programme of engagement is required with focus on teachers and unions. He intends to pursue a series of introductory meetings with key individuals/organisations over the next 3 months.

9. Internal Audit Review of GTCNI Policies

SG informed members that Internal Audit had looked at the Council's HR Policies and we are awaiting their report. He said that it is likely that work would be undertaken with HR advisers to streamline staff policies. An update will be provided at the next meeting.

SG

10. Any Other Business

No AOB was tabled

11. Date of next meeting

Tuesday 20 November 2018

SG

Signed..... Dated