



**STAFF COMMISSION FOR
EDUCATION AND LIBRARY
BOARDS**



CORPORATE PLAN 2006/2008



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CORPORATE PLAN 2006 - 2008

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SECTION 1

INTRODUCTION

The Staff Commission for Education and Library Boards was established as a statutory body in 1972 under the provisions of Article 70 and schedule 11 of the Education and Libraries (Northern Ireland) Order 1972 (now consolidated as Article 82 and schedule 15 of the Education and Libraries (Northern Ireland) Order 1986).

CORPORATE PLAN 2006 - 2008

The Corporate Plan details the Commission's specific legislative mandates and key strategic objectives for the period 2006 - 2008.

MAIN FUNCTIONS OF THE COMMISSION

The Commission was established to:-

'exercise general oversight of matters connected with the recruitment, training and terms and conditions of employment of officers of boards and to make recommendations to boards on such matters'.

(Education and Libraries (Northern Ireland) Order 1986)

The specific functions of the Commission are:-

- Recommending Appointment and Promotion Procedures
- Establishing Advisory Appointment Panels
- Ensuring Effective Negotiating Machinery
- Advisory Training and Support Systems
- Advising on Best Practice in relation to Organisational Development and Management of Human Resources
- Promoting Equality of Opportunity and Good Relations
- Promoting Co-operation within the Public Sector

THE ORGANISATION

Commission Membership

The Education and Libraries (NI) Order 1986 specifies that Commission membership comprises a Chairman and not more than 12 members. Members are appointed by the Education Minister in accordance with the guidance issued by the Commissioner for Public Appointments.

Commission Members 2006 - 2008

- Chairman
 - 5 Members of Boards
 - 2 Chief Executives
 - 1 Chief Librarian
 - 2 Staff Association Representatives
 - 2 other persons
 - Department of Education Assessor.
-
- Professor B Cullen (Chairman)
 - Mrs H Sloan (Board Member - BELB)
 - Rev S Graham (Board Member - NEELB)
 - Cllr W Ward (Board Member - SEELB)
 - Cllr P Brannigan (Board Member - SELB)
 - Mrs F Brunt (Board Member - WELB)
 - Mr D Cargo (Chief Executive - BELB)
 - Mr B Mulholland (Chief Executive - WELB)
 - Mrs E B Porter (Chief Librarian - SEELB)
 - Ms L Kerr (Staff Association Representative - UNISON)
 - Mr B Graham (Staff Association Representative - NIPSA)
 - Mrs A Connolly (Independent Member)
 - Mrs U O'Kane (Independent Member)

MANAGEMENT STRUCTURE

The Commission is managed by a Chief Executive/Secretary, assisted by a Deputy Secretary, a Senior Principal Officer and administrative staff.

Commission Staffing:-

Chief Executive/Secretary	Mrs Patricia Weir
Deputy Secretary	Mr Philip Robinson
Senior Principal Officer - Equality	Ms Deirdre Vaugh
Project Officer	Mrs Patricia Murray
Senior Executive Officer/Office Manager	Mrs Grainne McClean
Executive Officer	Mrs Suzanne Briggs
Clerical Officer	Mr Philip Brown
Domestic Assistant	Mrs Anne Barron

SECTION 2 - CORPORATE PLAN 2006/2008

MISSION STATEMENT

“To maintain the Commission as a key strategic resource within the Education and Library Service ensuring best practice in relation to organisational development and human resources management.”

EQUALITY STATEMENT

The Commission is fully committed to an organisational culture that provides diversity. The Commission will mainstream equality and diversity into its policies and practices. The Commission will also explore opportunities to promote good relations in the delivery of its services.

CORE VALUES

In delivering services the Commission will:

- be equitable;
- be accessible;
- respond to customer needs;
- be open and accountable;
- act promptly;
- be professional;
- behave with integrity;
- maintain confidentiality;
- respect all opinions.

PLANNING CONTEXT

In November 2005 the Secretary of State announced the changes to Northern Ireland's public administration system under the Review of Public Administration (RPA).

The Minister for Education confirmed that a single Education and Skills Authority would be established which would have responsibility for the functions performed currently by the Education and Library Boards, the Council for the Curriculum Examinations and Assessment (CCEA) and the Regional Training Unit (RTU).

The Minister stated that *"... with regard to the Staff Commission, the creation of the Education Authority will mean that some of the functions will be absorbed into the Authority while others will no longer be required"*.

It is intended that the new Education and Skills Authority will be operational from 1 April 2008.

In March 2006 the Secretary of State announced the establishment of the Public Service Commission for Northern Ireland (PSC) *"... to make recommendations to government on the guiding principles and steps necessary to safeguard the interests of staff and to ensure their smooth transfer to new organisations established as a consequence of government decisions on the Review of Public Administration taking account of statutory obligations including those arising from Section 75 of the Northern Ireland Act 1998"*.

Within the Department of Education a Programme Management Board has been established to oversee the implementation of the education aspects of the RPA and eleven project teams have been set up to help deliver the outcomes.

The remit of the Human Resources Project is to identify the human resource issues arising from the RPA in partnership with stakeholders and to develop and implement proposals to address them.

Commission staff will play a key role on the HR Project Board and associated project teams and will work closely with the Department of Education, the Public Service Commission, the Education and Library Boards, Trade Unions and other stakeholders within the Education Sector and across the other sectors to help achieve the objectives of the RPA.

It is within this planning context that the Commission's key strategic objectives and associated business objectives have been set.

STRATEGIC OBJECTIVES 2006 - 2008

In pursuit of its Mission Statement and in considering the planning context the Commission shall focus its attention and deploy its resources on the following strategic objectives:-

Objective 1 - Review of Public Administration (RPA) - Implementation Arrangements

Work in partnership with the Department of Education, the Education and Library Boards, the Trade Unions, the Public Service Commission and other stakeholders to help achieve the human resource objectives of the RPA.

Objective 2 - Code of Procedures on Recruitment and Selection

To ensure that the Education and Library Boards provide fair and equal treatment for all employees and potential applicants by actively promoting best practice.

Objective 3 - Industrial Relations

To ensure that suitable machinery and mechanisms exist for negotiating the terms and conditions of employment for all officers of the Education and Library Boards.

Objective 4 - Training and Development

To provide training, support and guidance in relation to new initiatives, organisational development and human resources management in order to ensure that professional standards are achieved and maintained.

Objective 5 - Promoting the Staff Commission

To promote the role and positive image of the Staff Commission.

Objective 1

Review of Public Administration (RPA) - Implementation Arrangements

Work in partnership with the Department of Education, the Education and Library Boards, the Trade Unions, the Public Service Commission and other stakeholders to help achieve the human resource objectives of the RPA.

To meet this objective, the Commission will:-

- Contribute to the Department of Education's RPA Human Resource Project and, in particular, play a key role in -
 - ⇒ the Human Resources Project Board;
 - ⇒ the Terms and Conditions Project Team;
 - ⇒ the RPA Communications Steering Group;
 - ⇒ the Equality Project Team.

- Facilitate the review and development of human resources policies and procedures in the context of the change management process in partnership with the Department of Education, the Public Service Commission, Trade Unions and other stakeholders.

- Provide advice and support on human resources, equality and industrial relations matters related to the RPA.

- Ensure the most effective use of Commission resources to provide an on-going quality service in relation to our current statutory functions and the additional responsibilities associated with the RPA.

Objective 2

Code of Procedures on Recruitment and Selection

To ensure that the Education and Library Boards provide fair and equal treatment for all employees and potential applicants by actively promoting best practice

To meet this objective the Commission will:-

- Facilitate and monitor the implementation of the Code.
- Implement and evaluate the training programme for Board/Commission members and officers involved in recruitment and selection.
- Appoint officers of the Staff Commission as Observers at shortlisting/interview panels across the Education and Library Boards to ensure that the Code is adhered to.
- Appoint Assessors, as required, to provide advice on the professional and technical suitability of applicants for appointment and ensure that the Assessors have been appropriately trained.

Objective 3

Industrial Relations

To ensure that suitable machinery and mechanisms exist for negotiating the terms and conditions of employment for all officers of the Education and Library Boards

To meet this objective the Commission will:-

- Ensure that the Joint Negotiating Council (JNC), its Executive Committee and the Senior Management Pay Review Panel (SMPRP) are effective in negotiating the terms and conditions of service of Board officers.
- Provide an advisory and support service to the Education and Library Boards and the Trade Unions on the implementation of employee relations policies and procedures.
- Assist in the on-going strategic management of the implementation of the Single Status Agreement.
- Maintain and extend links with the public, private and voluntary sector organisations to promote best practice in Industrial Relations and Human Resources Management.

Objective 4

Training and Development

To provide training, support and guidance in relation to new initiatives, organisational development and human resources management in order to ensure that professional standards are achieved and maintained

To meet this objective the Commission will:-

- Ensure the application of best practice and procedures in relation to new initiatives, organisational development and human resources management.
- Provide appropriate training and development opportunities in support of Commission and Board initiatives.
- Explore the scope for partnership training with statutory agencies, trade unions, the community and voluntary sector.

Objective 5

Promoting the Staff Commission

To promote the role and positive image of the Staff Commission

To meet this objective the Commission will:-

- Develop mechanisms to share best practice with other public authorities.
- Prepare the Staff Commission to meet the needs of the Education and Library Boards arising from the Review of Public Administration.
- Promote the positive image of the Staff Commission.

DELIVERING THE STRATEGY

The Commission's aim is to provide quality services in an effective and efficient manner in all areas of its operation, consistent with the economic use of its resources and the needs of its customers.

The Chief Executive/Secretary is responsible for strategic direction and advice to the Commission, for the day to day management of services and the longer term planning and allocation of resources.

The Chairman is responsible for the overall delivery of the service, which is monitored by the Commission as a corporate body.

SUPPORTING STRATEGY DELIVERY

In order to provide and maintain an effective, efficient and high quality service, the Commission will develop support services that equip staff with the knowledge, skills, information and systems necessary to achieve the Commission's objectives by:-

- utilising the Investors in People standard as the basis for the continued improvement of the Commission's performance.
- developing individual training plans to ensure that staff are provided with the necessary training to develop their knowledge and skills to support the Commission's objectives.
- reviewing internal and external communications and implementing a communications strategy.
- applying the Commission's Risk Management Strategy to provide assurance on matters of accountability and performance.
- monitoring and evaluating the corporate planning process.

THE BUSINESS PLAN 2006/07

The Commission's Business Plan, highlighting the key performance indicators, is published separately.

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