



**STAFF COMMISSION FOR
EDUCATION AND LIBRARY BOARDS**



CORPORATE PLAN 2003/2006



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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).

THE CORPORATE PLAN

This document sets out the Commission's Corporate Plan for the three year period 2003/2004 – 2005/2006. It details the Commission's specific legislative mandates and key strategic objectives. Although determined for a three year period the Commission strategy is reviewed on an ongoing basis and is updated annually in line with the strategic planning cycle. The Commission's annual operational plans are published separately.

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. A List of the current members is detailed at Appendix 1.

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 P Robinson
Senior Principal Officer – Equality	Ms Deirdre Vaugh
Projects Officer	Mrs Patricia Murray
Senior Executive Officer/Office Manager	Mrs Grainne McClean
Senior Clerical Officer (Finance)	Miss Suzanne Rea
Domestic Assistant	Mrs Anne Barron

SECTION 2

CORPORATE PLAN 2003/2004– 2005/2006

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.

STRATEGIC OBJECTIVES 2003 - 2006

In pursuit of its Mission Statement the Commission plans to focus its attention and deploy its resources on the following strategic objectives:-

Objective 1 – Promoting Equality of Opportunity and Good Relations

To assist the Education and Library Boards in mainstreaming equality to ensure that equality is central to the policy making process and to encourage an organisational culture where diversity and good relations are valued.

Objective 2 – Code of Procedures on Recruitment, Selection and Promotion

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 – Training and Development and New Initiatives

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 4 – Industrial Relations

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

Objective 5 – Promoting the Staff Commission and the Education and Library Service

To promote the role and positive image of the Staff Commission and the Education and Library Service in Northern Ireland.

Objective 1 – Promoting Equality of Opportunity and Good Relations

To assist the Education and Library Boards in mainstreaming equality to ensure that equality is central to the policy making process and to encourage an organisational culture where diversity and good relations are valued.

To meet this objective the Commission will:-

- Assist in the strategic management and the effective implementation of the Boards' statutory equality duties.
- Assist in the development and implementation of good relations and diversity policies in all aspects of human resources management.
- Enhance relationships with community and voluntary groups, in particular, those representative of the nine categories of persons identified in Section 75 of the Northern Ireland Act 1998.
- Maintain and extend links with other public authorities and external networking groups to share and develop best practice.
- Provide an advisory and support service to the Education and Library Boards and the Trade Unions on equality and human resource issues.

Objective 2 – Code of Procedures on Recruitment, Selection and Promotion (the Code)

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:-

- Complete the Equality Impact Assessment (EQIA) of the revised Code
- Provide an advisory and support service on the implementation of the revised Code.

- Develop, implement and evaluate a training programme for Board/Commission Members and Officers involved in recruitment, selection and promotion to assist in the implementation of the revised Code.
- Appoint Officers/Members 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.
- Co-operate with the Human Resources Managers in the development and monitoring of Assessment Centres.

Objective 3 – Training and Development and New Initiatives

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.
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Objective 4 Industrial Relations

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

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 strategic management of the implementation of the Single Status Agreement.
- Assist in the development and implementation of the inter-Board strategy for the implementation of job evaluation.
- Maintain and extend links with the public, private and voluntary sector organisations to promote best practice in Industrial Relations and Human Resources Management.

Objective 5 – Promoting the Staff Commission and the Education and Library Service

To promote the role and positive image of the Staff Commission and the Education and Library Service in Northern Ireland

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 and the Education and Library Boards.

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.
- Working towards the achievement of the Investors in People post recognition review in March 2005.
- 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 the management information system to ensure that the legislative requirements of the Freedom of Information Act 2000 are fully met.
- 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.
- Developing a management information system to assist with monitoring and evaluating the corporate planning process.

OPERATIONAL PLANS

The Commission's annual operational plans, highlighting key performance indicators, are published separately.

STAFF COMMISSION FOR EDUCATION AND LIBRARY BOARDS

CURRENT MEMBERSHIP (2001 - 2005)

- Chairman
 - 5 Members of Boards
 - 2 Chief Executives
 - 1 Chief Librarian
 - 2 Staff Association Representatives
 - 2 other persons
 - Department of Education Assessor.
-
- Prof. B Cullen (Chairman)
 - Ms C McKinney (Board Member – BELB)
 - Mr K M McCann (Board Member – NEELB)
 - Mr R McFerran (Board Member – SEELB)
 - Alderman F Crowe (Board Member – SELB)
 - Mr H Faulkner (Board Member – WELB) (Vice-Chairman)
 - Mr D Cargo (Chief Executive – BELB)
 - Mr J Fitzsimons (Chief Executive – SEELB)
 - Mrs E B Porter (Chief Librarian – SEELB)
 - Mr A Elliott (Staff Association Representative – GMB)
 - Mr H A McMullan (Staff Association Representative – NIPSA)
 - Mrs A Connolly (Independent Member)
 - Mr I McInnes (Independent Member)
 - Mr J Caldwell ((Acting) Head of Resource Allocation Division – Department of Education Assessor)

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