

**STAFF COMMISSION FOR EDUCATION
AND LIBRARY BOARDS**

CORPORATE PLAN 2000/2003

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Foreword

This Corporate Plan sets out how the Staff Commission for Education and Library Boards will carry out its business for the period 2000-2003. It is founded on our statutory remit which covers a wide range of human resource, industrial relations and equality issues.

The Plan reflects the radical changes and challenges facing the Education Service as a result of a number of factors, particularly, the establishment of the Northern Ireland Assembly; the new statutory equality duty under Section 75 of the Northern Ireland Act 1998; the impact of Best Value and the maintenance of a quality public service. In recognition of this ever-changing environment the Commission has adopted a more business focused approach to the delivery of an effective and professional service to its customers. The Commission undertakes to maximise its resources by strengthening existing partnerships with the Education Service and other public service providers and by engaging with the wider community, as appropriate, in all aspects of its business.

This is the first Corporate Plan to be published by the Commission. The Plan was produced with the assistance of Commission staff whose hard work and dedication we value. The Plan highlights the direction the Commission will take to demonstrate its commitment to the provision of high quality services to the Education and Library Boards.

Maurice Moroney

Chairman

Patricia Weir

Chief Executive/Secretary

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 2000/2001 – 2002/2003. 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**
- **Promoting Training and Development**
- **Advising on Human Resource Planning Activities**
- **Promoting Equality of Opportunity and Good Practice**
- **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 Professional Officer and administrative staff.

Commission Staffing:-

Chief Executive/Secretary	Mrs Patricia Weir
Professional Officer	Ms Deirdre Vaugh
Senior Executive Officer/Office Manager	Mrs Patricia Murray
Executive Officer/Personal Assistant	Mrs Grainne McClean
Senior Clerical Officer (Finance)	Miss Suzanne Rea
Domestic Assistant	Mrs Anne Barron

STAKEHOLDERS

The Commission's initial customer base is the five Education and Library Boards. The Department of Education is also a key stakeholder in that it requires the Commission to discharge its statutory functions as defined at Schedule 15 of the Education and Libraries (NI) Order 1986. The Commission also has a duty to persons seeking to be employed within the Education and Library Service.

SECTION 2

CORPORATE PLAN 2000/2001– 2002/2003

MISSION STATEMENT

“To maintain the Commission as a key strategic resource within the Education and Library Service in relation to the management of human resources by providing assistance and developing strategies to ensure that professional standards of human resource management are developed and maintained”.

EQUALITY STATEMENT

The Commission is required, under Section 75 of the Northern Ireland Act, to produce an Equality Scheme. The Commission is fully committed to supporting the elimination of all forms of discrimination in employment and to using its services to help secure the objectives of fair employment and equal opportunity. As a provider of services the Commission includes equality of treatment as a fundamental principal of good employment relations and best employment practice. As an employer the Commission seeks to ensure that its employment policies, procedures and practices conform to good practice as outlined in the relevant Codes of Practice.

CORE VALUES

In delivering services the Commission will:

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

STRATEGIC OBJECTIVES

The Commission plans to focus its attention and deploy its resources on the following strategic objectives:-

Objective 1 - Equality of Opportunity

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

Objective 2 – Training and Development

To support the Education and Library Boards in developing the personal effectiveness of their employees.

Objective 3 – 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 4 – Promoting the Staff Commission and the Education and Library Service

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

PLANNING ASSUMPTION

The Commission's Corporate Plan has been based on the assumption that there will be no changes in the powers and functions of the Commission itself. The Commission recognises that a review of the provisions of the public service may emerge as a priority for the Northern Ireland Assembly and this may impact on the role and structure of educational administration.

In order to meet the objectives that have been set out in this plan a series of strategies are required. These are identified separately for each objective.

STRATEGIC OBJECTIVES 2000 - 2003

Objective 1 – Equality of Opportunity

To assist the Education and Library Boards to provide fair and equal treatment for all employees and potential employees by actively promoting best practice on employment equality issues.

To meet this objective the Commission will:-

- Maintain a Code of Procedures which gives clear guidance and outlines best practice in recruitment and selection.
- Provide comprehensive information and guidance to Education and Library Boards in relation to equality of opportunity.
- Maintain and extend links with other statutory agencies and external working groups to increase knowledge of best practice.
- Assist the Education and Library Boards in implementing the requirements of Section 75 of the Northern Ireland Act 1998.

Objective 2 – Training and Development

To support the Education and Library Boards in developing the personal effectiveness of their employees.

To meet this objective the Commission will:-

- Provide appropriate training and development opportunities for Education and Library Board staff.
- Review the effectiveness of training programmes.

Objective 3 – 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) and the Senior Management Pay Review Panel (SMPRP) are effective in negotiating terms and conditions of service of Board Officers.
- Provide an advisory and support service to the Education and Library Service on the implementation of employee relations policies and procedures.
- Maintain and extend links with other public, private and voluntary sector organisations to ensure that the Commission is kept up to date on employee relations initiatives.

Objective 4 – Promoting the Staff Commission and the Education and Library Service

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

To meet this objective the Commission will:-

- Promote the varied employment opportunities that exist within the Education and Library Service.
- Demonstrate to the public the implementation of the Commission's strategy.

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 skills, information, knowledge and systems necessary to achieve the Commission's objectives by:-

- Achieving Investors in People accreditation by March 2002.
- Supporting effective communication systems throughout the organisation by holding regular structured management/staff meetings.
- Encouraging individual employees to identify their training and development needs and to pursue career development opportunities which contribute to personal and organisational development.
- Evaluating the impact of training and development in relation to corporate objectives.
- Monitoring and evaluating the corporate planning process.
- Ensuring that information on Commission initiatives and strategic objectives is communicated to the Education and Library Service.

OPERATIONAL PLANS

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

STAFF COMMISSION FOR EDUCATION AND LIBRARY BOARDS

CURRENT MEMBERSHIP (1997-2001)

- Chairman
 - 5 Members of Boards
 - 2 Chief Executives
 - 1 Chief Librarian
 - 2 Staff Association Representatives
 - 2 other persons
 - Department of Education Assessor.
-
- Mr M Moroney (Chairman)
 - Mrs A M Odling-Smee (Board Member – BELB)
 - Mr K M McCann (Board Member – NEELB)
 - Mr P McAleenan (Board Member – SEELB)
 - Mrs E McClurg (Board Member – SELB) (Vice-Chairman)
 - Mr H Faulkner (Board Member – WELB)
 - Mr G Topping (Chief Executive – NEELB)
 - Mr J Fitzsimons (Chief Executive – SEELB)
 - Mrs E B Porter (Chief Librarian – SEELB)
 - Mr J Donaghy (Staff Association Representative – UNISON)
 - Mr H A McMullan (Staff Association Representative – NIPSA)
 - Mr P Devine (Independent Member)
 - Mr H W McKeown (Independent Member)
 - Mr D Woods (Department of Education Assessor)

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