

## **UPDATE ON HR ISSUES – JULY 2006**

### **Managing Vacancies across the Education Sector**

- It is important that reasonable measures are taken now which will reduce the risk to jobs and the Public Services Commission (PSC) is currently preparing Guiding Principles on Managing Vacancies.
- Philip Robinson, who has been seconded on a part-time basis to the HR Project Team from the Staff Commission for Education & Library Boards, has prepared draft Terms of Reference (TOR) on Managing Vacancies across the Education Sector. These have been forwarded to the HR Project Board for clearance and once the TOR have been cleared and the Guiding Principles on Vacancy Control have been produced by the PSC, Philip will prepare draft Policies and Procedures on how Vacancies will be managed across the Education Sector.

### **Staff Retention, Staff Surpluses and Early Retirement/Redundancy**

- It will be important to retain the knowledge, skills and experience that presently exist across the Education Sector and every effort will be made to avoid redundancies. The PSC Guiding Principles will ensure that all staff are treated fairly and equitably.
- Lisa Johnston, who has been seconded on a part-time basis to the HR Project Team from CCEA has prepared draft TOR for a HR Framework to initially focus on Staff Surpluses and Retention of Staff including Early Retirement/Redundancy. These have been forwarded to the HR Project Board for clearance and once the TOR have been cleared Lisa will prepare a draft HR Framework to initially focus on Staff Surpluses and Retention of Staff including Early Retirement/Redundancy options.

### **Resource Database**

- A Resource Database is required to enable the HR Project to consider the implications of any RPA decisions on staff in the Education Sector.
- Matthew Alford and Wendy Eager, HR Team, have drafted TOR which have been passed to the HR Project Board for clearance. Once these have been cleared the HR Team will investigate what information will be required, from whom and how this can be gathered.

### **Equality**

- Deirdre Vaughn, who has been seconded on a part-time basis to the HR Project Team from the Staff Commission for Education & Library Boards, has prepared a draft Equality Plan to be considered by the HR Project Board.

### **Training**

- Matthew Alford, HR Team, has drafted TOR to outline an Education Sector wide approach to identifying and addressing the training and development needs of Education sector staff that are impacted on by RPA decisions. Once these have been cleared, the Regional Training Unit (RTU) will help the HR Team take forward work on this area.

Staff will be kept informed on a regular basis of developments/progress within the HR Project (including the topics above) via the DE Newsletter and or the DE Website.