

GOVERNING BODY OF THE BELFAST METROPOLITAN COLLEGE

Minutes of the HR Committee meeting held on 24 April 2017 at 4.30pm in CLC.

Present	<p>Governors: Catherine Burns (Chair), Jim McCall, Sam Snodden and Maureen Walkingshaw.</p> <p>Officers: Gillian Magee, [Director of Transition], Darren Crothers (Head of HR), Damian Duffy (Director of Development) and Jonathan Heggarty (Director of Curriculum).</p> <p>Secretary: John McAndrew</p>	
HR 32 16/17	Apologies and Notice of AOB	
	<p>There were apologies from governor Brian Wilson and Rebecca Roberts [Head of Excellence].</p> <p>The Chair welcomed Maureen Walkingshaw to her first HR committee.</p> <p>There was no AOB however the Agenda was re-ordered to accommodate the NIPS SLA.</p>	
HR 33 16/17	Conflicts of Interest Declaration	
	In response to the Chair's question no conflicts were declared.	
HR 34 16/17	Service Level Agreement with Northern Ireland Prison Service	
	<p>The Chair noted that this had been discussed extensively at Resources Committee and cross referred to HR Committee. The DD gave a brief overview of the history of the project and noted that the new 3 year SLA built on the previous 3 years work to develop and establish a comprehensive curriculum and staffing model at Hydebank Wood College, and Maghaberry and Magilligan Prisons.</p> <p>On enquiry it was confirmed that the date for signature was 17 May 2017, that there was an induction programme for all new staff, that TUPEing across was on existing grades, that the age range profile was extensive, and that there would regular reports to Committee. Also discussed in detail were four "in flight" issues relating to HR Connect and the transfer of paperwork (resolved); potential "Dignity of work" cases (to be dealt with by HMP); working hours and custom and practice (legal advice was to retain the status quo); and pension transfers and "fair deal" concept (which were still to be finalised).</p> <p>The Chair recognised the work of the team involved and the ground breaking nature of the project.</p>	
RES 9	<i>The Committee endorsed the signing of the SLA and agreed to flag the necessity of regular reports to a specific Committee determined by the Governing Body Chair.</i>	Chair Secretary
HR 35 16/17	Minutes of the HR Committee meeting of 16 January 2017	
	The minutes of the 16 January 2017 were agreed.	
HR 36 16/17	Matters Arising	
	<p>The Committee noted the following:</p> <p><i>HR 18 16/17 Recent tribunal decision.</i> Report to go to Governing Body.</p> <p><i>HR 18 16/17 Future HR meeting locations.</i> Next: Springvale. Subsequent: Girdwood.</p> <p><i>RES 4 Whistleblowing policy training for governors.</i> Discussed at Chairs meeting of 3 April 2017; likely to take place in October 2017.</p> <p><i>HR 25 16/17 Recording of Images Using CCTV Policy; Interim Capability Policy for Academic Staff; Resourcing policy.</i> See minute 43 16/17</p> <p><i>Res 6 & 7 Conflicts of Interest Policy.</i> The Chair was consulted and the policy approved at Governing Body of 28 February 2017</p> <p><i>Res 8 Training Policy:</i> Discussed at Chairs meeting of 3 April 2017</p>	Chair Secretary DT

HR 37 16/17	Chair's Business	
	<p>The Chair noted that she had met the Director of Transition prior to the Committee meeting; that a disciplinary panel had met; and that any Agenda ideas for the Governing Body "Away Day" should be notified to the Secretary.</p> <p>The Committee noted receipt of the DfE Health Check. The DT explained that longer lengths of service resulted in above average staffing costs per head; that absence figures in other Colleges required further investigation; that the projected underspend in the recurrent budget was within the authorised allowance.</p>	Members
HR 38 16/17	HR Priorities	
	<p>The Head of HR updated members on progress against planned priorities including:</p> <ul style="list-style-type: none"> • Sickness Absence - down to 3.54% for end of Quarter 2, and upcoming resignations would bring % down; • Appraisal completion - Appraisal return for 15/16 closed in April 2017. Appraisals for 2016/17 academic year to take place during Quarter 4. • College re-organisation ongoing • ECP - Establishment Control Process to be subject to week long SPRINT process. • Employees Benefit Package - details to be brought to HR Committee. 	HHR
HR 39 16/17	HR Metrics	
	<p>The Head of HR updated members on HR Metrics including:</p> <ul style="list-style-type: none"> • Establishment numbers - 985 heads and 770 FTE; • Sickness analysis – muscular skeletal conditions still the most common reason; • Appraisals- to take place during Q4; • Staff Turnover – Significantly lower in comparison to the same period in 2015-16 due to VES; • Staff Utilisation – 94%; • Employee Relations – 19 new cases reported in 2016/17 comprising claims and counter claims. <p>On enquiry it was confirmed that 20 staff worked in HR and included 3 teams namely business partners, and resourcing and transaction teams (the latter managed by Finance); and that appraisal outturns were mapped and fed through to the Excellence Unit but there was no regionally agreed performance improvement programme.</p>	
RES 10	The Committee requested an organogram when HR restructuring was completed.	HHR
RES 11	The Committee recommended an Away Day agenda item on how to influence third parties.	Chair Secretary
HR 40 16/17	Equality Update	
	<p>The DT highlighted the following:</p> <ul style="list-style-type: none"> • Annual monitoring return for 15/16 submitted – no feedback to date. • Annual monitoring return for 16/17 on track for submission by end of April 2017. • Article 55 return 2014-2016 is due to Equality Commission for early summer 2017. • Disability Go – has been engaged separately by all six FE Colleges to provide advice. • Transgender guidance – BMC participating sectorally to develop guidance. 	
HR 41 16/17	VES & Restructuring	
	<p>The Head of HR highlighted the following:</p> <ul style="list-style-type: none"> • Sector VES scheme (16/17) – BMC decided not to open the VES scheme during 2016/17 however a sector VES business case for 17/18 has been submitted to 	

	<p>DfE. The aging profile of staff, difficulties in recruiting new IT staff and impact of VES was noted.</p> <ul style="list-style-type: none"> Agency staff. BMC usage was one of highest in sector and this usage was to be reduced in 17/18. <p>On enquiry it was confirmed that psychometric testing was used in recruitment.</p>	
HR 42 16/17	Appraisals	
	The Head of HR highlighted that appraisal interviews would not be completed until the end of Q4, and that the Academic appraisal deadline had been extended to April 2017 to increase completion rate. Overall the Appraisal rates completion stood at 56%.	
HR 43 16/17	Excellence	
	<p>The DT highlighted the following:</p> <ul style="list-style-type: none"> The new staff training calendar accessible to all Met staff . The bespoke L4 Certificate in Teaching Excellence (CCEA validated) aimed at P/T was receiving excellent feedback The College wide Induction programmes The Health & Wellbeing programmes which 25% of staff had attended. 	
HR 44 16/17	College Policies / Procedures	
	<p>The DT highlighted the following</p> <ul style="list-style-type: none"> Whistleblowing Policy – policy approved and due for roll out. Recording of Images Using CCTV Policy - E&FM to implement Conflict of Interest Policy - Policy has been issued to all staff via Metacompliance. Interim Capability Policy for Academic Staff – consultation ongoing with a view to finalising policy by end of academic year. Resourcing Policy & Procedure – to come to HR Committee later in year. 	HHR
HR 45 16/17	AOB: None	
HR 46 16/17	DONM: 19 June 2017	
HR 47 16/17	Close of Meeting: “Good Introduction to Belfast Met.”	