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| **Belfast Metropolitan College Human Resources Committee 3.00pm Monday 2 December 2024 in TQ Board Room and via MS Teams Minutes 3 December 2024** |
| **Committee Members:** Lauren McAteer (Chair); Seamus McGoran, Sheena McKinney, Sinéad Sharpe, Rose Byrne, Damian Duffy, Interim Principal and Chief Executive.**Management:** Aidan Sloane, Chief Operating Officer (COO); Stephanie McCormack, Head of Human Resources (HHR)**Secretary to the Governing Body:** Jim Woods  |
| **HR14****24/25**  | **Quorum, Apologies, Welcome, Conflicts of Interest, Notice of AOB and Leadership Culture****Quorum**: The meeting was quorate under the terms of Section 6.2 of the Terms of Reference for the Human Resource Committee (approved GB81a 21/22 22 June 2022) (2 Governors).**Apologies:** There were no apologies.**Conflicts of Interest**: There were no perceived, potential, or actual conflicts of interest under the terms of Section 8.1 of the Belfast Metropolitan College Governing Body Standing Orders V5 dated June 2022 (GB81a 21/22 22 June 2022).**AOB:** There were no notified items of any other business.**Leadership Culture:** Chair noted our commitment to Governing Body Leadership Culture Watchwords (**GB02d 22/23 21 September 2022** refers):Courageous / Creative / Candour / Challenge (**HR24 24/25** below refers). |
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| **Agenda Item**  |
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| **HR15****24/25**  | **Minutes of the meeting held on 9 September 2024** The Committee considered and approved minutes of the previous meeting held 9 September 2024. |
| **HR16****24/25**  | **Matters Arising from the minutes of the meeting held on 9 Sept 2024**The Interim Principal and Chief Executive provided an update on the recruitment of the Director of People and Culture. An agency has been procured to fill the position, a process and a timeline is in place. A discussion took place in relation to the importance of organisational culture and the IP&CE provided an update on the way forward with regard to culture development within the College stating that the Executive Leadership Team will work closely with the new Director to support the culture development process. The governance strategy days in February will be pivotal in establishing the strategy for the next three years. The COO delivered a verbal update on the Value Chain Analysis. The Committee noted the information provided. |
| **HR17****24/25**  | **Governance Guidance and Information**There have been no updates reported.  |
| **HR18****24/25**  | **Notification of change to the internal control environment under Section 12d of Governing Body Standing Orders V5 22 June 2022**There were no updates reported.***S McCormack joined the meeting at 15:23*** |
| **HR19****24/25**  | **Chair’s Business** Updated Terms of Reference for the Human Resources Committee.  The Committee approved the updated Terms of Reference and recommended that they are ratified at the Governing Body.  |
| **HR20****24/25**  | **Annual Human Resources Report 2023-24**HHR presented the annual report for 2023/24 highlighting salient points:* Sickness Absence
* Headcount and Turnover
* Recruitment
* Employee Advice & Support
* Employee Relations

The Committee explored as number of issues, including when statistics would be made available to staff. For future meetings management were asked to provide an update on RTS. While recognising the value of comparison with the previous quarter the Committee requested that the Performance Report should include comparative prior year analysis. The Committee **noted** the report and the action taken by Management.***At 4:05 D Duffy left the meeting***  |
| **HR21****24/25**  | **Operating Performance Q1****The HHR presented the Performance Management Report as at Q1 2024/25** * HR Metrics Report;
* HR Department Priorities Report;
* Resourcing Report;
* Employee Relations Report.

HHR gave a presentation outlining the Q1 metrics including: * Headcount
* Sickness Absence
* Turnover
* ER Cases

Members sought a comparison which compared Q1 with Q1 from the previous year. HHR to take forward. In relation to absences the Committee asked for a breakdown into categories, to assess if there are any specific issues being highlighted.The Committee noted the information provided and the action taken by Management |
| **HR22****24/25**  | **Equality Annual Progress Report**The equality annual report which fulfilled the equality and good relation duties and implementing Equality Scheme commitments and Disability Action plans reflecting progress made between April 2023 and March 2024 was presented. HHR reported that there had been initial feedback from the equality commissions which was positive.The Committee **noted** the report and the action taken by Management. |
| **HR23****24/25**  | **Any Other Business** Members sought a deep dive following VES and the impact on Culture for a future meeting. Chair and COO advised that the IP&CE will lead on this going forward with the new Director of People.  |
| **HR24****24/25**  | **Meeting evaluation** **Committee members:**The Committee confirmed with the Chair that the conduct of this governance meeting provided evidence of the Governing Body’s commitments as set out at HR14 24/25. |
| **HR25****24/25**  | **Date of next meetings for the Governance Programme 2024/25**:  1. 3 pm on Monday 10 March 2025
2. 3 pm on Monday 9 June 2025

The meeting is scheduled to last until **5 pm.** |

| **Governing Body Attendance Report and Governing Body Member Assessment 2024/25**  |
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| **Participation at HR13 24 25 Human Resources Committee 4 December 2024** |
| **In-person at TQ Boardroom** | **via MS Teams** |
| Lauren McAteer | Sheena McKinney |
| Rose Byrne | Sinéad Sharpe |
| Damian Duffy | Seamus McGoran |
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Approved by HR Committee 10 March 2025

Approved for release by Governing Body 31 March 2025