**Governing Body**

**Human Resources**

**Committee**

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| **Belfast Metropolitan College Human Resources Committee 3pm Monday 4 December 2023 in TQ Board Room and via MS Teams MINUTES FINAL approved 11 March 2024** |
| **Committee Members:** Lauren McAteer (Chair); Sam Snodden; Seamus McGoran; Sinead Sharpe; Sheena McKinney; Rose Byrne; Louise Warde Hunter, Principal and Chief Executive.**Management:** Aidan Sloane, Chief Operating Officer (COO);Stephanie McCormack, Head of Human Resources (HHR)**Clerk to the Governing Body:** Andrea Browne (in absence of Gerry Crossan) |

| **MINUTES** |
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| **HR12 23/24** | **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:** Received from Seamus McGoran, Sinead Sharpe, Aidan Sloane.**Welcome**: No new attendees.**Conflicts of Interest**: There were no **perceived, potential or actual** conflicts of interest declared 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:** No Items of AOB.**Leadership Culture:** The Chair **noted** our commitment to Governing Body Leadership Culture Watchwords (**GB02d 22/23 21 September 2022** refers):Courageous / Creative / Candour / Challenge (**HR21 23/24** below refers) |
| **HR13 23/24** | **Minutes of the meeting held on 11 September 2023 - Draft (Proposed Final)** The Committee **approved** **the Draft (Proposed Final)** minutes of the meeting held on 11 September 2023. |
| **HR14 23/24** | **Matters Arising from the minutes of the meeting held on 11 September 2023**Matters arising from the meeting were noted.1. **HR07 23/24 - Performance Management Reports as at Q4 2022/23**

HHR confirmed the Sector HR Working Group are considering the recruitment metric to include in the sector benchmarking exercise. |
| **HR15 23/24** | **Governance Guidance and Information**None advised from previous meeting. |
| **HR16 23/24**  | **Notification of change to the internal control environment under Section 12d of Governing Body Standing Orders V5 22 June 2022**None advised from previous meeting. |
| **HR17 23/24**  | **Chair’s Business** None. |
| **HR18 23/24** | **Performance Management Reports as at Q1 2023/24**Chair noted the report received in advance and assumed as read with members invited to raise any queries.The HR Performance Management Report includes following items:* HR Metrics Report inc Establishment figures, Sickness Absence, Turnover/attrition rate, Employee Relations cases.
* Resourcing Report;
* Equality Report;
* Centre for Excellence Report.

HHR gave an overview of the trend analysis including:* Headcount reducing.
* Agency worker number controls in place.
* Recruitment taking place only in business critical areas.
* Overall increase in sickness absence in both short and long term, similar levels for support and academic staff.
* Increase in mental health related absences which includes personal and work stress.
* Increase uptake of Inspire, employee support service.
* Turnover is down.
* ER case work increased.
* Cases coming up to GB panels.
* On request of Committee, HR are now recording the informal interventions. There are 26 informal cases currently and whilst HRD has reviewed reasons for increased case work, there are not at this stage any particular patterns. HR will continue to monitor.

 * One IT case ongoing (pension/age discrimination) covering numerous members in NILGOSC pension scheme.
* Some issues with occupational health provider SLA were raised for noting. HHR advised that the current contract was coming to an end and so it was timely that we are in the process of drawing up a new tender for procurement of OH Services
* Recruitment activity has reduced in to the context of the current environment with a proposed redundancy programme.
* 2 new metrics on the report: time to fill and time to recruit, will now be reported quarterly.

The current Grievance Policy was discussed and review date noted. Committee member with the experience of a recent HR panel stressed the policy needs reviewed in particular with regard to the escalation to the Governor panel. The number of upcoming Governor panels was also noted as a risk.P&CE reported she will raise this at Principals’ Group. It is a risk to the organisation not being compliant with the policy. This is a sector collective agreement as part of the lecturers contact negotiated with the Trade Unions.HHR noted this had previously been a specific risk on a previous Risk Register and should this arise again, the College may not have enough Governors in post to affect a proper dismissal with “clean hands”, to meet each stage of the process. HHR will confirm the number of Governors required to meet the process. Chair asked all committee members, in support of the HR team that prepare the report, to reflect on the report and if there any areas that are not useful or insightful, or areas that are essential, to let her or the Clerk know. The Committee **noted** the information provided by and the action taken by Management. |
| **HR19 23/24** | **Principal & Chief Executive Update**P&CE gave an update on how redundancy consultations are progressing with the TUs and on the potential lengthening of the proposed timeline. The end March deadline is due to DfE funding availability.Committee member raised the next staff survey date in Spring 2024 and queried if that date should be revisited. P&CE thanked Committee for this suggestion and took on board the views that the timing of the survey would result in skewed feedback given the current environment. Will take this back to the team to determine a more appropriate survey date.The Committee **approved** the deferment of the staff survey to later in 2024.The Committee **noted** the update and the action taken by Management.The Chair thanked the P&CE and HHR for their inputs and asked Governors to continue to be as responsive as much as possible to request for HR panels.  |
| **HR20 23/24**  | **Any Other Business** No items of AOB raised. |
| **HR21 23/24** | **Meeting evaluation** Committee members agreed conduct of the meeting provided evidence of the Governing Body’s commitment as set out at **HR12 23/24** above. |
| **HR22 23/24** | **Date of next meeting** **Governance Programme 2023/24 Cycle 3**: The thirdmeeting of the Human Resources Committee in 2023/24 will be held at **3.00pm on Monday 11 March 2024** in the Titanic Quarter Boardroom and via MS Teams. **HR24 22/23 5 December 2022** refers. The meeting ended at 4.15pm. |

**Chair of Belfast Metropolitan College Lauren McAteer**

**Human Resources Committee**

**Signature Date**

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| **Governing Body Attendance Report and Governing Body Member Assessment 2023/24****Participation at HR12 23/23 Human Resources Committee 4 December 2024** |
| **In-person at TQ Boardroom** | **via MS Teams** |
| Lauren McAteer | Rose Byrne |
| Sam Snodden |  |
| Sheena McKinney |  |
| Louise Warde Hunter |  |