

Belfast Metropolitan Human Resources Committee

Agenda Item	
HR42 20/21 Clerk	<p>Governance Guidance and Information</p> <p>No governance guidance and information relating to the work of the HR Committee has been notified since the date of the last Committee meeting.</p>
HR43 20/21 Chair	<p>Chair's Business</p> <p>(a) CEF /Employment Relations is advised under Chief Executive Report; (b) Policy briefing session at HR46 20/21 below – further similar briefing will be on the agenda at HR08 20/21 September 2021 (Governance Cycle 1 2020/21); (c) Ransomware attack on FE and HE institutions in March 2021 – Management advised on the recent attack – which was successfully resisted – and the actions being taken to manage the risk going forward.</p> <p>The Committee noted the information provided by the Chair.</p>
HR44 20/21 P&CE	<p>Chief Executive Report – verbal</p> <p>P&CE advised the Committee of the following key points:</p> <ul style="list-style-type: none"> • status of current negotiations on pay and conditions; • status of current consultations on the development of strategic objectives and the policies which should support effective employment relations; and, • proposed draft policies for review have been prepared and prioritized to feed into discussions; and, • HR35 20/21 – Management will liaise with the Committee on the risk assessment of emerging employment relations policies; • the positive experience that characterised the recent successful Deputy Director recruitment process; • interim reporting arrangements to Executive Leadership Team in the light of departure of current Director of Corporate Services and the status of the strategic planning processes – the Finance Manager is temporarily reporting directly to the P&CE/Accounting Officer. <p>The Committee sought clarification on:</p> <ul style="list-style-type: none"> • the interfaces between those issues subject to negotiation and those subject to consultation; • the principles being applied to the development of draft employment relations policies; and, • the focus of DfE on the Skills Strategy in the light of the forthcoming Ministerial changes. <p>The Committee noted the report and the action taken by Management.</p>
HR45 20/21 DPPP	<p>Performance Management Reports as at Q3 2020/21</p> <p>(a) HR Metrics; (b) HR Department Priorities; (c) Resourcing; (d) Equality Update Q3 2020/21; and, (e) Centre for Excellence.</p>

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	<p>Management advised on the following key issues:</p> <ul style="list-style-type: none"> • sickness absence losses equate to 3% of time available, a decrease from 2019/20 with a significant change in the profile across support and teaching staff; • days lost to personal stress have increased proportionately from 2019/20; • Headcount remains steady, increase in teaching staff and decrease in Associate Lecturers; • 1 new grievance raised and 8 cases closed during the reporting period; • DfE has provided easement on qualifications of certain curriculum subjects – a business case is required to set out action taken to meet requirements of current recruitment circular and detail personal development support to be provided to incoming employees; and, • 50 recruitment exercises during the quarter 25% support, 20% teaching and remainder to teaching registers; • the Quality Team have a key role in liaising with awarding bodies supporting the translation of AB arrangements into practical support to teaching staff who are themselves supporting learner success. The Quality Team have delivered over 750 interventions to all staff; and, • in the light of the strong response to remote teaching and learning, the Remote Working policy is being reviewed to ensure that excellent services are delivered and flexible and collaborative working practices identified during the pandemic are appropriately supported – this policy is being developed through Teaching and Learning and Curriculum Teams and will be circulated to the Committee over the summer period. <p>The Committee noted that the achievement of the results is remarkable given the operating circumstances arising from the pandemic. The Committee commended Management on the early recognition of recovery needs rather than solely aiming to reset the College to pre-pandemic status.</p> <p>The Committee sought further information on the development of the HR Business Manager approach across the College. Management advised that</p> <ul style="list-style-type: none"> • ELT has recently approved a restructuring, including a Deputy Head of HR; • increased skills and expertise at Business Partner level; and, • investment in information systems; <p>which will support the HR team in delivering the Employer of Choice objective</p> <p>Management advised that Centre Assessed Grades processes are underway and there has been a significant increase in lecturer workload, significantly in supporting the moderation processes which are a critical element of quality assurance.</p> <p>The Committee congratulated staff on the high levels of engagement and professionalism in responding to these challenges.</p> <p>The Committee noted the information provided by and the action taken by Management.</p>
HR46 20/21	Health, Wellbeing and Building Resilience for Recovery
HCE	The Head of Excellence advised the Committee on the following key issues:.

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	<ul style="list-style-type: none"> the change in the profile of issues that the Centre for Excellence (CfE) has addressed through its programmes since its establishment in 2016/17, from personal capacity for staff to building greater insight and understanding of learner issues affecting teaching and learning; participant numbers have been on a steep increase since 2016/17 – this was affected by the need to respond to COVID-19; Health and Wellbeing Intranet site has been a major development to support the provision of advice and signposting, including H&SC Trusts information; New developments include Online Gym Membership, Resilient Leadership for Operational Managers, relaunched Walking Club – feedback so far has been very positive. <p>The Committee asked how the services provided had supported colleagues during the pandemic. Management advised that the supports provided were mainly preventative with targeted approaches to support individuals who have advised on specific support needs through their line manager. The profile of services may change as we move through the recovery phase.</p> <p>The Committee asked that the ELT and SLT groups should be clearly included within the scope of CfE service provision.</p> <p>The Committee thanked Management for the comprehensive and informative presentation and noted the information provided by and the action taken by Management.</p>
HR47 20/21 DPPP	<p>Non-Smoking/Vaping Policy in Belfast Metropolitan College Version 5 1 June 2021</p> <p>Management advised that this revised policy has been communicated to TUS as a H&S requirement. This policy will be clearly signposted in all communications to students in advance of them enrolling in the College for 2021/22 year. Management provide Smoking Cessation schemes to support both staff and students.</p> <p>The Committee recognised the balancing of health and safety with the provision of a welcoming environment to students at a critical stage in their lives and during exceptional times for society.</p> <p>The Committee noted and endorsed the updated policy.</p>
HR48 20/21 Chair	<p>Any Other Business</p> <p>None advised at the meeting (1 June 2021).</p>
HR49 20/21 Chair	<p>Meeting evaluation</p> <p>Committee members advised that they were content with the content and time afforded to key issues.</p>
HR50 20/21 Chair	<p>Date of next meeting</p> <p>Governance Cycle 1 2021/22 The next meeting of the Human Resources Committee will be held in September 2021. The Governance Programme 2020/21 Meetings Timetable is at consultation (1 June 2021).</p>

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	The meeting ended at 4.45pm.

Chair of Belfast Metropolitan College
Human Resources Committee

J McCall


Signature

Date 13/09/21

