



**Belfast Metropolitan College Human Resources Committee 3.00pm Monday 9 June 2025 in TQ Board Room and via MS Teams Minutes 9 June 2025**

**Committee Members:** Lauren McAteer (Chair); Seamus McGoran, Sheena McKinney, Sinéad Sharpe, Damian Duffy and Rose Byrne.

**Management:** Aidan Sloane, Chief Operating Officer (COO); Paula Graham, Director of People and Culture (DPC); and Stephanie McCormack, Head of Human Resources (HHR)

**Secretary to the Governing Body:** Jim Woods

**HR52  
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 11 December 2024 GB31 24-25) (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 December 2024 (GB20 24-25).

**AOB:** There were no notified items of any other business.

**Leadership Culture:** *Creative and Courageous Conversation in an 'atmosphere' OR 'culture' of challenge and respect in line with our Code of Conduct.*

<b>Agenda Item</b>	
<b>HR53</b> <b>24/25</b>	<p><b>Director Of People and Culture</b></p> <p>The Director of People and Culture provided a Résumé of her experience to date and aspirations for the role.</p> <p>The Committee thanks Ms Graham and looked forward to working with her.</p>
<b>HR54</b> <b>24/25</b>	<p><b>Minutes of the meeting held on 10 March 2025</b></p> <p>The Committee considered and approved minutes of the previous meetings open and closed meetings held 10 March 2025.</p>
<b>HR55</b> <b>24/25</b>	<p><b>Matters Arising from the minutes of the meeting held on 10 March 2025</b></p> <p>There were no matters arising from either set of minutes.</p>
<b>HR56</b> <b>24/25</b>	<p><b>Governance Guidance and Information</b></p> <p>There have been no updates reported.</p>
<b>HR57</b> <b>24/25</b>	<p><b>Notification of change to the internal control environment under Section 12d of Governing Body Standing Orders 11 December 2024</b></p> <p>There were no updates reported.</p>
<b>HR58</b> <b>24/25</b>	<p><b>Chair's Business</b></p> <p>The Chair commented on the letter from CEF to FE lecturing staff conveying acceptance of the 2024-25 and 2025-26 pay awards.</p> <p>The Committee noted the settlement and asked that the Governors consider adjusting the risk register accordingly from Black to Red/Amber.</p>
<b>HR59</b> <b>24/25</b>	<p><b>HR Metrics Performance Report Q3 2024/25</b></p> <p>HHR presented a condensed slide deck summarising the information in the Matrix Performance Report for Q3 24-25 which had been circulated with the papers. HHR took members through the HR Metrics Report in detail. Information now included Q3 compared and contrasted to the previous year. Items drilled into included:</p> <ul style="list-style-type: none"> <li>• Head Count - which continue to be tightly controlled through a request to recruit process to maintain limits to the 'reform to save targets'.</li> <li>• Absences which showed an improving picture compared to the previous year.</li> <li>• Employee Relations Report analysed cases under 5 headings</li> <li>• Recruitment / Resourcing Overview including the time taken to recruit. There were less jobs advertised this quarter but many more applications.</li> <li>• Equality</li> <li>• Reform to save monitoring. HR and finance have been working closely.</li> </ul>

**Belfast Metropolitan Human Resources Committee**

Agenda Item	
	<p><b><i>At one point during the meeting S Sharpe declared a potential conflict of interest relating the awarding of contract for occupational health. The conversation on that matter ended.</i></b></p> <p>After a number of probing questions, the Committee <b>noted</b> the report and the action taken by Management. Members sought a deep dive and analysis on WRS.</p> <p><b><i>S McCormack left the meeting at 16:05</i></b></p>
<b>HR60 24/25</b>	<p><b>Any Other Business</b></p> <p>The Committee was taken through a detailed presentation prepared and delivered by DPC whereby she outlined her experience of the first full month in Belfast Met. She outlined her findings and a plan to deliver transformational change over the next three years.</p> <p>The Committee agreed that it was important to have a view of what success might look like, effective KPIs and the impact that change will have to provide confidence to the HR Committee. The Committee thanks DPC for her report and the impact that change will have on the culture of the organisation.</p>
<b>HR61 24/25</b>	<p><b>Meeting evaluation</b></p> <p>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 HR52 24/25 above.</p>
<b>HR62 24/25</b>	<p><b>Date of next meetings for the Governance Programme 2024/25:</b></p> <p>3 pm on 9 September 2025</p> <p>The meeting ended at 16:45 pm.</p>

Governing Body Attendance Report and Governing Body Member Assessment 2024/25	
Participation at HR52 24 25 Human Resources Committee 9 June 2025	
In-person at TQ Boardroom	via MS Teams
Lauren McAteer	Sinéad Sharpe
Damian Duffy	Rose Byrne
Seamus McGoran	
Sheena McKinney	

Date 2 September 2025

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 Lauren McAteer  
 Chair of HR Committee