

**Belfast Metropolitan College Human Resources Committee 3.00pm Tuesday 2 March 2021 via Microsoft Teams Minutes FINAL 26 May 2021**

**Committee Members:** Jim McCall (Chair); Catherine Burns; Sam Snodden; Maureen Walkingshaw; Brian Wilson; Louise Warde Hunter, Principal and Chief Executive.

**Management:** Gillian Magee, Director of People, Policy and Planning (DPPP); Stephanie McCormack, Head of Human Resources (HRM); Rebecca Roberts, Head of the Centre for Excellence (HCfE); Allana Patterson, Organisational Excellent Manager (OEM), Mark McGahon, Curriculum Assist Learning Manager (CALM) and Kerry Power, Curriculum Learning Assist & Intervention Support Coordinator (CLASiC) (HR33 20/21 only).

**In attendance:** Frank Bryan, Chair of the Governing Body

**Clerk to the Governing Body:** Gerry Crossan

**Agenda Item**

**HR27 20/21 Quorum, Apologies, Welcome, Conflicts of Interest, Notice of AOB and Leadership Culture**

**Chair**

**Quorum:** The meeting was quorate under the terms of Section 5.2 of the Terms of Reference for the Human Resource Committee (approved **GB04c 20/21 23 Sep 20**) (2 Governors).

**Apologies:** No apologies received as at date of meeting (2 March 2021).

**Welcome:** Allana Patterson, Organisational Excellent Manager (OEM), Mark McGahon, Curriculum Assist Learning Manager (CALM) and Kerry Power, Curriculum Learning Assist & Intervention Support Coordinator (CLASiC) will join the meeting for HR32 20/21 only.

**Conflicts of Interest:** No perceived, potential or actual conflicts of interest under the terms of Paragraph 15.1 of the Belfast Metropolitan College Governing Body Standing Orders dated August 2015.

**AOB:** No Items of AOB received at date of meeting (2 March 2021).

**Leadership Culture:** Chair noted our commitment to:

- i) brave leadership and meaningful dialogue;
- ii) simpler governance; and,
- iii) engaging in the right spirit.

The Chair of the Governing Body introduced this new governance requirement.

**HR28 20/21 Minutes of the meeting held on 1 December 2020 - Draft (Proposed Final)**

**Chair**

The Committee **approved** the Draft (Proposed Final) minutes of the meeting held on 1

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HR29 20/21  Chair	<b>Matters Arising from the minutes of the meeting held on 1 December 2020</b>  No matters arising from the meeting held on 1 December 2020 not on this agenda.
HR30 20/21  Clerk	<b>Governance Guidance and Information</b>  No governance guidance and information relating to the work of the HR Committee has been notified since the date of the last Committee meeting.
HR31 20/21  Chair	<b>Chair's Business</b>  (a) CEF /Employment Relations update; and, (b) Policy briefing session at <a href="#">HC35 20/21</a> below – further similar briefing will be on the agenda for next meeting.  The Committee <b>noted</b> the information provided by the Chair.
HR32 20/21  P&CE	<b>Chief Executive Report – verbal</b>  (a) CEF – P&CE advised on the reengagement with negotiations on pay and employment relations and the notification of intention to ballot; (b) some actions to achieve the ambition of being an “employer of choice” are not within Management’s control and the importance of having progressive employment policies in place may increase; (c) the sector has engaged communications support which Management will have access to in addition to in-house capability; and, (d) the TUS comprises a number of trade unions – NASUWT and UCU.  The Committee <b>noted</b> the P&CE report and that  <ul style="list-style-type: none"> <li>• staff particularly CAMS, have worked incredibly hard in responding to COVID-19;</li> <li>• Management’s focus remains on learner’s at all times; and,</li> <li>• TUS have recognised Management’s good faith in the negotiations and the positive impact that this will have on industrial relations going forward.</li> </ul>
HR33 20/21  DPPP HCE	<b>Centre for Excellence – presentation</b>  DPPP advised the Committee on the scope of the CoE Teams impact on the introduction of the CLASiC wrap-around service in engaging with colleagues right across the curriculum. The two clear objectives are to empower colleagues with better methodologies which focus on ensuring successful outcomes for learners.  Chair welcomed Allana Patterson, Organisational Excellent Manager (OEM), Mark McGahon, Curriculum Assist Learning Manager (CALM) and Kerry Power, Curriculum Learning Assist & Intervention Support Coordinator (CLASiC). CoE colleagues introduced themselves and their roles to the Committee.  Management advised the Committee on the following key issues:

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- (a) Health and Wellbeing is a critical part of the service and a range of support services has been established throughout the response to COVID19 and building the post COVID 19 delivery;
- (b) Leadership and Management is a core theme, including through the Met Management Passport, an independent coaching service, accredited ILM training and 1-1 support services;
- (c) All inductions are delivered by the CoE team;
- (d) The high levels of engagement with the Staff Development day;
- (e) The structure and services delivered by the Teaching and Learning Team;
- (f) CLASiC focus is on improving teaching and learning through an intensive period of changing norms and standards given the COVID-19 context;
- (g) 2 stage roll-out: 1-1 support followed by Performance Enhancement Process starting in August 2021;
- (h) Recorded webinars are key support mechanism for Support for Effective Online Teaching;
- (i) CoE are responding to requests for specific support to help all teaching staff to move online with confidence;
- (j) Support covers all areas of curriculum delivery – since September 2020 655 live engagements with staff and T&L section of SLP has reached 1400;
- (k) Feedback indicates that quality of service is considered very high (4.87/5.00); and,
- (l) TNA has identified that the biggest barriers to staff engaging are lack of time and a need for bespoke services on a school-by-school basis.

The Chair thanked CoE colleagues for their excellent and informative presentation and the Committee noted the further points:

- The Committee would welcome a further substantive session on the resources available;
- Supporting staff on the return to face-to-face teaching will be a further discrete and substantial training piece in recognition of the evolving norms and standards which will integrate the best elements of remote teaching and learning; and,
- the high levels of user feedback are remarkable and provide strong evidence that the support is useful to everyday teaching.

**HR34 20/21**

**Performance Management Reports Q2 2020/21**

**DPPP**

- (a) HR Metrics;
- (b) HR Department Priorities;
- (c) Resourcing;
- (d) Equality Update Q2 2020/21; and,
- (e) Centre for Excellence.

Management advised the Committee on the following key issues:

- Sickness absences days lost during Q2 and staff numbers continues to fall – 2.8% of available days;
- Personal stress is now the most common reason;
- Work-related stress is now the fifth most common reason;

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	<ul style="list-style-type: none"> <li>• Staff turnover is continuing to decline – resignation and retirement are main reasons cited;</li> <li>• 20 live employment cases, with levels of closures exceeding case starts;</li> <li>• EBS project – HR transactional model is now being supported;</li> <li>• 47 posts advertised during the Q2 – 95 posts and 775 applications YTD;</li> <li>• 61 new starts compared to 103 in 2019/20 – established posts are being filled with permanent staff; and,</li> <li>• Emerging trend of applicants not disclosing community background as described by EO legislation – Management are liaising with Equality Commission.</li> </ul> <p>The Committee noted the following further points:</p> <ul style="list-style-type: none"> <li>• It is difficult to completely differentiate between personal and work related stress- HR take a proactive and early intervention approach to reports of personal stress and referrals are actively made to College support provider and CoE Health and Wellbeing Hub provides extensive resources;</li> <li>• Approximately 1000 notifications of Covid incidents across both staff and learners – impact of self-isolation has been much less because of the move to online teaching and learning;</li> <li>• The reduction in sickness absence and in the use of agency staff is welcome;</li> <li>• HR is working closely with line management to reduce agency staff and bring in permanent staff to support continuity of service provision and the personal development of the employee;</li> <li>• Success of staff conference and quality of speakers and learning resources being provided was most welcome in the context of the culture and leadership work being taken forward through Governing Body and Management;</li> <li>• Wellbeing sessions in the Staff Conference were very successful and have led to further roll-outs across curriculum delivery teams; and,</li> <li>• Management will include closure of employment cases in future reports.</li> </ul> <p>The Committee <b>noted</b> the information provided by and the action taken by Management.</p>
HR35 20/21  DPPP HHR	<p><b>Policy Presentation and Discussion – Dismissal and Suspension Policy for Academic staff</b></p> <p>Management advised on the current policy.</p> <p>The Committee agreed to adopt a Task and Finish approach to the development of an options analysis and recommended options for the HR Committee and the Governing Body to consider in the light identified risk and the risk appetite. The Clerk will set up a further meeting of the HR Committee and Management to take this forward beginning in early April 2021.</p>
HR36 20/21  Chair	<p><b>Any Other Business</b></p> <p>Chair of the Committee advised of an ongoing industrial tribunal case. The Chair of the Governing Body thanked the Committee for its work and engagement on these challenging issues.</p>

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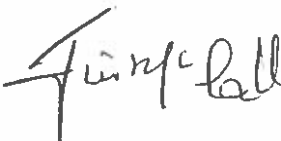
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<b>HR37 20/21</b>	<b>Meeting evaluation - Leadership Culture:</b>
<b>Chair</b>	Committee members will focus on the streamlining of governance processes and making the best time of Management colleagues' time.

<b>HR38 20/21</b>	<b>Date of next meeting</b>
<b>Chair</b>	<b>Governance Cycle 4 2020/21</b> The next meeting of the Human Resources Committee will be held at 3.00pm on Tuesday 1 June 2021 via Microsoft Teams  <b>Governance Cycle 3 2021/22:</b> HR Committee will be held at 3.00pm on Tuesday 1 March 2022 invitations will issue from Clerk on Microsoft Outlook/Teams  The meeting ended at 6.00pm.

Chair of the Belfast Metropolitan College  
Human Resources Committee

Jim McCall

Signature 

Date 26/05/21

