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| **Belfast Metropolitan College Human Resources Committee 3.00pm Monday 13 March 2023 in TQ Board Room and via MS Teams Minutes (Approved 23 May 2023)** |
| **Committee Members:** Jim McCall (Chair to **HR31 22/23**); Lauren McAteer (Chair from **HR32 22/23**) Catherine Burns; Sam Snodden; Brian Wilson;, Seamus McGoran, Louise Warde Hunter, Principal and Chief Executive.**Management:** Gillian Magee, Director of People and Place (DPP); Stephanie McCormack, Head of Human Resources (HHR).**Clerk to the Governing Body:** Gerry Crossan |
| **HR25 22/23** **Chair** | **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:** No apologies received at the meeting**.****Conflicts of Interest**: 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**) were advised.**AOB:** No Items of AOB received at the meeting.**Leadership Culture:** Chair **note** our commitment to Governing Body Leadership Culture Watchwords (**GB02d 22/23 21 September 2022** refers):Courageous / Creative / Candour / Challenge (**HR35 22/23** below refers) |
| **HR26 22/23** | CLOSED SESSION |
| **HR27 22/23****Chair** | **Minutes of the meeting held on 5 December 2022 - Draft (Proposed Final)** The Committee **approved** **the Draft (Proposed Final)** minutes of the meeting held on 5 December 2022. |
| **HR28 22/23****Chair** | **Matters Arising from the minutes of the meeting held on 5 December 2022**No matters arising from the meeting held on 5 December 2022 not on this agenda. |

| **Agenda Item**  |
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| **HR29 22/23****Clerk** | **Governance Guidance and Information**None advised as at date of issue of **Agenda FINAL (9 March 2023).** |
| **HR30 22/23**  | **Notification of change to the internal control environment under Section 12d of Governing Body Standing Orders V5 22 June 2022**None advised at the meeting. |
| **HR31 22/23** **Chair** | **Chair’s Business** (a)The outgoing Chair, Jim McCall, advised the Committee that this governance meeting would be co-chaired by himself and Lauren McAteer, who would assume the role of Chair of the Human Resources during this meeting;(b) The Chair thanked Management for the delivery of the recent employment relations training and encouraged Management to develop a similar programme for incoming Governing Body members in June 2023;(c) The incoming Chair, Lauren McAteer, thanked Jim McCall for his contribution to the effective governance of the College in the role of Chair of the Human Resources Committee.The Committee **noted** the information provided by the Chairs. |
| **HR32 22/23****P&CE** **(** | **Chief Executive Human Resources Report – verbal**The P&CE advised the Committee on the range of challenges and risks that Management were dealing with currently.The Committee **noted** the report and the action taken by Management. |
| **HR33 22/23****HHR****DPP** | **Performance Management Reports as at Q2 2022/23**Management advised the Committee on the key issues relating to the following HR business areas: 1. HR Metrics Report – including information on the employment profile of the workforce, absence management and wellbeing support;
2. HR Department Priorities Report;
3. Resourcing Report;
4. Centre for Excellence Report – including curriculum and online developments in support of teaching, learning and assessment across the College; and,
5. Employee Relations Report.

The Committee sought further information on the use of agency staff, the potential use of on line tools to support learners and the factors around self-reporting of sickness absence.Management **agreed** to revise reports to include comparison with previous quarter and the same quarter in the previous year.The Committee **noted** the high quality of the recent Black Leadership Training and sought further information on: * any action DfE may be taking to increase diversity of NI FE College Governing Bodies;
* the BAME representation in the learner body and in the College workforce;
* the nature of the informal conflict resolution actions that Management take through HR Business Partners to support staff and line management and the positive impact of these actions; and,
* the provision of mentoring and coaching support across the College and the role of this element of support in conflict resolution processes.

The Committee **noted** the information provided by and the action taken by Management. |
| **HR34 22/23** **Chair** | **Any Other Business** No items of AOB advised during the meeting. |
| **HR35 22/23****Chair** | **Meeting evaluation** The Committee members advised the Chair that the conduct of the meeting provided evidence of the Governing Body’s commitment. |
| **Chair** | **HR36 22/23 Date of next meeting** **Governance Programme 2022/23 Cycle 4:**The **fourth** meeting of the Human Resources Committee in 2022/23 will be held at **3.00pm Tuesday 23 May 2023** in the Titanic Quarter Boardroom and via MS Teams. The Clerk has diarised this meeting in colleagues’ Outlook Calendars (**HR40 21/22 13 June 2022 Date of next meeting** refers).**Governance Programme 2023/24 Cycle 3**: The **third** meeting of the Human Resources Committee in 2023/24 will be held at **3.00pm on Monday 11 March 2024** in the in the Titanic Quarter Boardroom and via MS Teams. The Clerk will diarise this meeting in colleagues’ Outlook Calendars during March 2023.The meeting will end at approximately **4.15pm**. |

**Chair of Belfast Metropolitan College Lauren McAteer**

**Human Resources Committee**

**Signature Date**