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| **Belfast Metropolitan College Human Resources Committee 3.00pm Monday 11 March 2024 in TQ Board Room and via MS Teams Minutes (Approved 10 June 2024)** | |
| **Committee Members:** Lauren McAteer (Chair); Seamus McGoran; Rose Byrne; Sheena McKinney; Sinead Sharpe; Louise Warde Hunter, Principal and Chief Executive.  **Management:** Aidan Sloane, Chief Operating Officer (COO); Stephanie McCormack, Head of Human Resources (HHR)  **Chief Executive’s Support Manager:** Andrea Browne | |
| **HR23 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:** Apologies received from Gerry Crossan**.**  **Conflicts of Interest**: Notified of a potential conflict from Sheena McKinney in relation to her role as an Equality Commission for NI. No further action required.  No other **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 **noted** our commitment to Governing Body Leadership Culture Watchwords (**GB02d 22/23 21 September 2022** refers):  Courageous / Creative / Candour / Challenge (**HR32 23/24** below refers). |
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| **Minutes** | |
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| **HR24 23/24** | **Minutes of the meeting held on 4 December 2023 - Draft (Proposed Final.**  The Committee **approved** **the Draft (Proposed Final)** minutes of the meeting held on 4 December 2023 unamended. |
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| **HR25 23/24** | **Matters Arising from the minutes of the meeting held on 4 December 2023**  No matters arising from the meeting held on 4 December 2023 not on the agenda of this governance meeting. |
| **HR26 23/24** | **Governance Guidance and Information**  None advised at the meeting**.** |
| **HR27 23/24** | **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**.** |
| **HR28 23/24** | **Chair’s Business**  The Chair discussed the following items with members.  **HR Report**  Following discussion on the content of the report at the meeting in December the Chair confirmed she received feedback from members. Suggestion is to keep the high level infographic with a focus on a particular area at each meeting. Any other feedback please let the Chair know. The Chair, COO and HHR will consider the areas to report on and agree a schedule.  Request was made to include in the headline data the employee relation stats on the number of cases at different stages so the GB know how much time commitment is needed. HHR will action.  **HR Panel Training**  HHR is developing a workshop programme on the process and expectations for members. The training will be for all Governors. |
| **HR29 23/24** | **Principal and Chief Executive Human Resources Report - verbal**  The P&CE discussed the following items with members.  **Voluntary Programme**  Presentation was given outlining the timeline and the number of applications reported.  The Minister has stated there will not be compulsory redundancy.  Quality Assurance process taking place this afternoon. Once complete formal offer letters will be issued and staff will have 5 days to confirm acceptance. HHR outline the work that took place on calculation of packages. Also working through a small number of appeals.  Staff have been informed there will be no offers to Group 2 so there is no redeployment.  If there is further scope for exits based on budgets and demand DfE have requested the college writes to them.  Running parallel to Group 1 exits management will consider Group 3 expressions of interest. Cash flow and funding for further exits means the College may be in a position to do so.  Chair confirmed she and the other Committee Chairs have been updated as the process has been ongoing.  Next stage will be the reshaping, supporting and managing the staff staying those who did not receive an offer.  P&CEO outlined issues raised by the Trade Unions.  The Committee was assured by P&CEO and COO that all processes are being followed and management are content.  Robust measures and tight controls in place in regarding to head count and recruitment. DfE will also be monitoring this.  **Lecturers Pay**  P&CEO noted the offer to lecturer of 5% plus £1500 which was all DfE would approve and in line with the rest of the public sector. Became aware today the teachers’ pay offer is around 10.1% covering 3 pay years meaning lecturers are not getting parity. While the offer to lecturers is in line with the rest of the public sector they see themselves to align with teachers. If ASOS continues there is a significant issue of lecturers not providing management the students’ marks. Update will be provided at the GB meetings.  The Committee **noted** the information provided by and the action taken by Management and the Principal and Chief Executive. |
| **HR30 23/24** | **HR Metrics and Performance Management Reports as at Q2 2023/24**  HHR outlined the infographic giving an overview of the summary.   1. HR Metrics Report; 2. HR Department Priorities Report; 3. Resourcing Report; 4. Centre for Excellence Report; and, 5. Employee Relations Report.   There was a request that the split between long and short term sickness absence is included in the high level infographic. HHR will action.  Counselling referrals and the management of occupational health contract were discussed.  HRR will review the Inspire contract to determine if Inspire are driving a phone only interview rather than face-to-face and report back to the Committee.  The Committee **noted** the information provided by and the action taken by Management. |
| **HR31 23/24** | **Any Other Business**  No items of AOB advised at the meeting**.** |
| **HR32 23/24** | **Meeting evaluation**  Committee members advised the Chair that the conduct of the meeting provided evidence of the Governing Body’s commitments and the standards set out in the Human Resources Committee Terms of Reference (**HR23 23/24** above refers). |
| **HR33 23/24** | **Date of next meeting**  **Governance Programme 2023/24 Cycle 4**: The **fourth** meeting of the Human Resources Committee in 2023/24 will be held at **3.00pm on Monday 10 June 2024** in the in the Titanic Quarter Boardroom and via MS Teams (**HR46 22/23 12 May 2023 Date of next meeting** refers)  **Governance Programme 2024/25 Cycle 1:** The **first** meeting of the Human Resources Committee in 2024/25 will be held at **3.00pm on Monday 9 September 2024** in the Titanic Quarter Boardroom and via MS Teams. The Clerk will diarise this meeting in colleagues’ Outlook Calendars and Decision Time during March 2024.  **Governance Programme 2024/25 Cycle 3:** The **third** meeting of the Human Resources Committee in 2024 /25 will be held at **3.00pm on Monday 10 March 2025** in the Titanic Quarter Boardroom and via MS Teams. The Clerk will diarise this meeting in colleagues’ Outlook Calendars and Decision Time during March 2024.  The meeting ended at 4.35pm. |

**Lauren McAteer**

**Chair of Governing Body Human Resources Committee**

**Signature                                                                                                          Date**