



Belfast Metropolitan College Human Resources Committee held 3.00pm Tuesday 2 September 2025 in TQ Board Room and via MS Teams

Committee Members: Lauren McAteer (Chair); Seamus McGoran, Damian Duffy, and Michele Corkey,

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

Secretary to the Governing Body: Jim Woods

**HR01
25-26**

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: An apology was recorded for Sheena McKinney

Welcome: The Chair welcomed Michele Corkey who has joined the HR Committee and Kathleen Simpson who is in attendance from HR.

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.*

| Agenda Item | |
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| HR02 25-26 | <p>Minutes of the meeting held on 9 June 2025</p> <p>The Committee considered and approved minutes of the previous meeting held 9 June 2025.</p> |
| HR03 25-26 | <p>Matters Arising from the minutes of the meeting held on 9 June 2025</p> <p>There were no matters arising that were not covered by the agenda.</p> |
| HR04 25-26 | <p>Governance Guidance and Information</p> <p>There have been no updates reported.</p> |
| HR05 25-26 | <p>Notification of change to the internal control environment under Section 12d of Governing Body Standing Orders 11 December 2024</p> <p>The Secretary advised that under HR10 25-26 a new approach to HR meetings that the proposed change to the TOR required both committee and Governing Body Approval.</p> |
| HR06 25-26 | <p>Chair's Business</p> <p>The Chair welcomed Michele Corkey to the meeting. Members reflected that last year had been difficult with action short of a strike and welcomed the settlement. Members were informed that the principals' group had set up an operational task and finish group to progress matters agreed as part of the settlement. In the first instance the focus was on lecturer workload.</p> <p>The Committee asked that progress is reported through a standard agenda item at each meeting.</p> <p><i>At 3:20 Damian Duffy joined the meeting</i></p> |
| HR07 25-26 | <p>Quarterly Metrics Report Headlines and Analysis</p> <p>HHR presented a condensed slide deck summarising the information in the Matrix Performance Report for Q4 24-25 which had been circulated with the papers. HHR took members through the HR Metrics Report in detail. Information now included Q4 compared and contrasted to the previous year. Items drilled into included:</p> <ul style="list-style-type: none"> • Head Count – had increased by 5 which is aligned to the 'reform to save targets. • Absences continued to show an improving picture compared to the previous year. • Employee Relations Report analysed cases under 5 headings • Recruitment / Resourcing Overview including the time taken to recruit. STEM roles remain challenging to recruit. • There is a continued focus on wellbeing and mental health related issues <p>After several probing questions, the Committee noted the report and the action taken by Management.</p> |
| HR08 25-26 | <p>Deep Dive review on absenteeism with a focus on work related stress</p> <p>The Committee was taken through a detailed presentation prepared and delivered Katheen Simpson, HR, on absenteeism for the 2024-25 academic year. Members were taken through</p> |

| Agenda Item | |
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| | <p>workforce analytics at Belfast Met in detail which was part of the digital transformation strategy. Members were taken through absence figures, reasons, trends and fluctuations which was analysed by age, gender, tenure, grades and roles.</p> <p>The presentation drilled into affirmative action been taken to help address absenteeism including dashboard analysis being presented to managers and proposed support that would be available through realigning HR.</p> <p>The Committee thanked KS for her report and noted degree of understanding and steps being taken to address absenteeism within the culture of the organisation.</p> <p><i>At 4:15 S McCormack and K Simpson who had been in attendance left the meeting</i></p> |
| HR09 25-26 | <p>People and Culture Priorities for the year ahead.</p> <p>DPC delivered a presentation to members that had been issued as part of the papers. An overview of a three-year strategy relating to people and culture was provided with a particular focus on year 1. Detail was provided on building a team to support transformation, baselining the corporate culture, undertaking a prioritised view of policies and practices and establishing a common standard of behaviours.</p> <p>The Committee noted the detail and agreed that progress against targets be included as a standing agenda item at HRC meetings.</p> |
| HR10 25-26 | <p>New Approach to HR meetings 2025-26</p> <p>DPC proposed a new business programme for the HR committee which aligned to the new powered by people strategy. As the programme replaced that contained in the terms of reference Annex 2 approval from the Committee and the Governing Body is required.</p> <p>The Committee approved annex 2, the first year of the annual business programme and recommended the amended TOR for approval to the Governing Body.</p> |
| HR11 25-26 | <p>Meeting feedback</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 HR01 25-26 above.</p> |
| HR12 25-26 | <p>Date of next meetings for the Governance Programme 2025-26:</p> <p>12 November 2025</p> <p><i>The meeting ended at 17:00 pm.</i></p> |

Belfast Metropolitan Human Resources Committee

| Governing Body Attendance Report and Governing Body Member Assessment 2024/25 | |
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| Participation at HR52 24 25 Human Resources Committee 9 June 2025 | |
| In-person at TQ Boardroom | via MS Teams |
| Lauren McAteer | Michele Corkey |
| Damian Duffy | |
| Seamus McGoran | |

Approved