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| **Belfast Metropolitan College Human Resources Committee 3.00pm Monday 14 June 2022 in the Titanic Quarter Boardroom and via Microsoft Teams Minutes FINAL approved 4 October 2022** |
| **Committee Members:** Jim McCall (Chair); Catherine Burns; Sam Snodden; Brian Wilson, Lauren McAteer; Louise Warde Hunter, Principal & Chief Executive.**Management:** Gillian Magee, Director of People and Place**;** Stephanie McCormack, Head of Human Resources (HRM).**Clerk to the Governing Body:** Gerry Crossan |
| **HR31 21/22** **Chair** | **Quorum, Apologies, Welcome, Conflicts of Interest, Notice of AOB and Leadership Culture****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:** Apologies were received from Seamus McGoran.**Welcome:** No new participants.**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 were advised.**AOB:** No Items of AOB advised at the meeting.**Leadership Culture (HR39 21/22** below**) -**  the Chair **noted** our commitment to:* 1. brave leadership and meaningful dialogue;
	2. simpler governance; and,
	3. engaging in the right spirit (**HR39 21/22** below also refers)
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| **HR32 21/22****Chair** | **Minutes of the meeting held on 14 March 2022 - Draft (Proposed Final) 4 April 2022**The Committee **approved** **the Draft (Proposed Final)** minutes of the meeting held on 14 March 2022 unamended. |
| **HR33 21/22****Chair** | **Matters Arising from the minutes of the meeting held on 14 March 2022**No matters arising that are not on the agenda of this meeting. |

| **Agenda Item**  |
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| **HR34 21/22****Clerk** | **Governance Guidance and Information**No governance guidance and information relating to the work of the HR Committee has been notified since the date of the last Committee meeting. |
| **HR35 21/22** **Chair** | **Chair’s Business** No Chair’s Business advised at the meeting. |
| **HR36 21/22****P&CE**  | **Employee Engagement – Principal & Chief Executive and Director of People and Place**The Principal and Chief Executive provided some background to Management’s consideration of this issue, including action being taken to support compliance with the College’s core HR policies and the guidance coming from the Executive in relation to living with endemic Covid-19.Management advised the Committee on the following key issues:1. planned preparatory training and early welcome to all staff, setting out the vision for the year and making sure that the housekeeping communications have been successful;
2. all teaching and learning returns to face-to-face on 5 September 2022 with all staff back on campus;
3. core annual mandatory training (safeguarding, for example) and cyclical training (health and safety, for example); and,
4. both requirements will be facilitated by assigned days for staff to complete mandatory training on-line.

The Committee asked Management on how staff were responding to the move back to face-to-face teaching and learning and working practices. Management advised that:* engagement with both face-to-face learning and working practices from staff is high;
* a review of staff experience of both teaching and learning and working practices during the transition; and,
* a sectoral framework for hybrid working is being development, including reasonable adaptation and flexible working issues.

The DPP advised the Committee on the outcomes from the Cognisense Staff Engagement Survey which showed that 57.63% of staff reported that they were highly engaged with the College. Management advised the Committee on the key findings and on the next steps in the employee engagement groups which will include:* “First 100 responders” to explore how an action plan;
* Development of Employee Engagement Framework through Reference Groups, EE Group, I&D Groups and Pulse Surveys;
* Potential use of Leadership/Maturity models on foot of the emerging insights;
* Independent survey in 2023 to understand the impact of the investment.

The Committee:* **noted** the information provided by and the action taken by Management;
* **commended** the extensive programme of work that Management have been working through to this point;
* **asked** Management to share a summary version of the findings with the Governing Body; and,
* **asked** Management to consider the inclusion of an anonymised survey to triangulate the information emerging from the other strands of the communications around employee engagement.
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| **HR37 21/22****HHR** | **Performance Management Reports as at Q3 2021/22**The Committee noted the Performance Management Reports. Management advised the Committee on the following key issues: 1. HR Metrics – including turnover, recruitment, attendance, sickness absence and uptake of wellbeing support services;
2. Resourcing, including turnover and recruitment;
3. HR Department Priorities -
4. Centre for Excellence; and,
5. Employee Relations, including sectoral benchmarking metrics.

Management **advised** the Committee that wellbeing support services include support to access regular yoga.The Committee **noted** that:* the Article 55 Review 2021/22 had been submitted;
* the College has signed up to and is working towards Diversity Mark accreditation; and,
* the College achieved Disability Confident Employer Level 1 in Q3 2021/22.

Management **advised** the Committee on the overall descriptors of the College workforce and the trends in self-identification at different stages of the recruitment and selection process.The Committee **noted** the information provided by and the action taken by Management. |
| **HR38 21/22** **Chair** | **Any Other Business** The Chair agreed to a closed session of the Committee to consider one issue raised by a Committee members. |
| **HR39 21/22****Chair** | **Meeting evaluation – Leadership culture**Committee members advised the Chair that they felt that the conduct of this governance meeting provided evidence of the Governing Body’s commitments. |
| **HR40 21/22****Chair** | **HR40 21/22 13 June 2021 Date of next meeting** **Governance Programme 2022/23 Cycle 1:** The **first** meeting of the Human Resources Committee during 2022/23 will be held at **3.00pm on Monday 12 September 2022**. This meeting is in colleagues’ MS Outlook Calendars now.**Governance Programme 2022/23 Cycle :** The **fourth** meeting of the Human Resources Committee in 2022/23 will be held at **3.00pm on Monday 12 June 2023**. The Clerk will diarise this meeting in colleagues’ MS Outlook calendars after this meeting.The meeting ended at 5.30pm. |

**Chair of Belfast Metropolitan College J McCall**

**Human Resources Committee**

**Signature Date**