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| **Belfast Metropolitan College Human Resources Committee 3.00pm Monday 23 May 2023 in TQ Board Room and via MS Teams Agenda (Approved 11 Sept 2022)**  |
| **Committee Members:** Lauren McAteer (Chair); Sam Snodden; Brian Wilson; Jim McCall; Michele Corkey, Catherine Burns; Louise Warde Hunter, Principal and Chief Executive.**Management:** Stephanie McCormack, Head of Human Resources (HHR); Rebecca Roberts, Head of Excellence (HoE)**Clerk to the Governing Body:** Gerry Crossan |
| **HR36 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:** Apologies received from Gillian Magee and Seamus McGoran.**Welcome**: The Chair welcomed Michele Corkey to the Committee.**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 **noted** our commitment to Governing Body Leadership Culture Watchwords (**GB02d 22/23 21 September 2022** refers):Courageous / Creative / Candour / Challenge (**HR34 22/23** below refers) |
| **HR37 22/23** | **Minutes of the meeting held on 13 March 2023 - Draft (Proposed Final)** The Committee **approved** **the Draft (Proposed Final)** minutes of the meeting held on 13 March 2023 unamended. |
| **HR38 22/23****Chair** | **Matters Arising from the minutes of the meeting held on 13 March 2023**No matters arising from the meeting held on 13 March 2023 not on this agenda. |

| **Agenda Item**  |
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| **HR39 22/23****Clerk** | **Governance Guidance and Information**None advised as at date of issue of **Agenda FINAL (18 May 2023).** |
| **HR40 22/23**  | **Notification of change to the internal control environment under Section 12d of Governing Body Standing Orders V5 22 June 2022**None advised as at date of issue of **Agenda FINAL (18 May 2023).** |
| **HR41 22/23** **Chair** | **Chair’s Business** 1. The Chair and Management thanked Jim McCall and Catherine Burns who were attending the last HR Committee meeting of their term of appointment as members of the Governing Body; and,
2. The Chair and the P&CE thanked Gillian Magee for her long and distinguished service and for her contribution to the success of the College and wished her every success in her new role.
3. Catherine Burns wished the Chair every success in the role over the coming years.
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| **HR42 22/23****HHR** | **Performance Management Reports as at Q3 2022/23**Management advised the Committee on the ongoing work to develop the reporting into the Committee and on the key issues as follows:1. HR Metrics Report – headcount, sickness absence, days lost and underlying reasons, wellbeing, employment relations, recruitment and staff turnover and the current review of the exit interview process;
2. HR Department Priorities Report;
3. Resourcing Report;
4. Centre for Excellence Report – action being taken to:
* build AI skills, capacity and an effective policy and internal control framework in the College in order to enable learning; and,
* support leadership development across a number of frameworks.
1. Employee Relations Report.

The Committee sought clarification on the following issues: 1. proportion of agency to employed staff;
2. underlying trends in relation to long-term sickness absence;
3. staff access to Inspire services;
4. the extent of resolution actions prior to the initiation of a grievance; and,
5. the procurement policy for the engagement of employment agencies providing staff.

The Committee * **noted** the information provided by and the action taken by Management; and,
* **thanked** Rebecca Roberts for her energy and commitment in establishing the Centre for Excellence and is service provision over the recent few years.
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| **HR43 22/23****P&CE**  | **Chief Executive Human Resources Report – verbal CLOSED SESSION**The Committee **noted** the report and the action taken by Management. |
| **HR44 22/23** **Chair** | **Any Other Business** No items of AOB advised at the meeting**.** |
| **HR45 22/23****Chair** | **Meeting evaluation** Committee members advised the Chair that the conduct of the meeting provided evidence supporting the Governing Body commitments. |
| **HR46 22/23****Chair** | **HR46 22/23****Date of next meeting** **Governance Programme 2023/24 Cycle 1:**The **first** meeting of the Human Resources Committee in 2023/24 will be held at **3.00pm on Monday 11 September 2023** in the Titanic Quarter Boardroom and via MS Teams. The Clerk has diarised this meeting in colleagues’ Outlook Calendars (**HR12 22/23 12 September 2022 Date of next meeting** refers).**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. The Clerk will diarise this meeting in colleagues’ Outlook Calendars during June 2023.The meeting will end at approximately **4.30pm**. |
| **Governing Body Attendance Report and Governing Body Member Assessment 2022/23**  |
| **Participation at HR36 22/23 Human Resources Committee 23 May 2023** |
| **In-person at TQ Boardroom** | **via MS Teams** |
| Brian Wilson | Michele Corkey |
| Lauren McAteer |  |
| Sam Snodden |  |
| Jim McCall |  |
| Catherine Burns |  |
| Louise Warde Hunter |  |
| Rebecca Roberts  |  |
| Stephanie McCormack  |  |

**Lauren McAteer**

**Chair of Governing Body Human Resources Committee**

**Signature                                                                                                          Date**