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| **Belfast Metropolitan College Human Resources Committee 3.00pm Monday 5 December 2022 in TQ Board Room and via MS Teams Minutes FINAL approved 13 March 2023** |
| **Committee Members:** Jim McCall (Chair); Catherine Burns; Sam Snodden; Brian Wilson; Lauren McAteer, 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); Rebecca Roberts, Head of Excellence.**Clerk to the Governing Body:** Gerry Crossan |
| **HR13 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.**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 date of 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 (**HR22 22/23** below refers) |
| **HR14 22/23****Chair** | **Minutes of the meeting held on 4 October 2022 - Draft (Proposed Final)** The Committee **approved** **the Draft (Proposed Final)** minutes of the meeting held on 4 October 2022 without amendment. |
| **HR15 22/23****Chair** | **Matters Arising from the minutes of the meeting held on 4 October 2022**All matters arising from the meeting held on 4 October 2022 are on the agenda of this meeting. |

| **Agenda Item**  |
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| **HR16 22/23****Clerk** | **Governance Guidance and Information**None advised as at date of issue of the meeting. |
| **HR17 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 ofthe meeting. |
| **HR18 22/23** **Chair** | **Chair’s Business** The Chair:* advised that the Employment Relations Workshop will be rescheduled to 8 February 2022; and,
* extended the Committee’s sympathies to Sam Snodden and his family;

The Committee **congratulated** Management on the success of Belfast Met in World Skills UK 2022. |
| **HR19 22/23****P&CE**  | **Chief Executive Human Resources Report - verbal**Management advised the Committee on current issues relating to employment relations.The Committee **noted** the information provided by and the action taken by Management. |
| **HR20 22/23****HHR/HoE** | **Performance Management Reports as at Q1 2022/23**Management advised the Committee on the following key issues:1. HR Metrics Report – including establishment, turnover, sickness absence, occupational health referrals, high levels of attendance to counselling partner (Inspire) and wellbeing;
2. HR Department Priorities Report – recruitment strategies, business partnering, building capability in the HR Team to manage the HR risk across the College;
3. Resourcing – including workforce analysis;
4. Centre for Excellence – including Strategic 3-5 year CPD Plan for HR colleagues which supports the Business Partner delivery model, career development for technician colleagues into part-time lecturing; development of Belfast Met Level 4 Education and Training programme as a response to long-term resourcing risk; development of Skills Set Analysis and Individual Development Plans and supporting Digital By Design objectives.
5. Employment Relations.

The Committee **commended** Management on:* the coordination of employee experience actions across HR, Centre for Excellence and curriculum teams in delivering an effective and high-quality resourcing and skills support framework to achieve the “College of Choice” objectives;
* the successful sign off of the Equality Return 2021/22;
* the extensive work on equality and diversity which is helping shape how the College drives forward its comprehensive agenda;

The Committee sought further information on the embedding of the Business Partner model across the College, which Management provided.The Committee **welcomed** the introduction of this model and suggested that this should help to drive early and informal resolution of issues.The Committee suggested that there may be an opportunity for potential engagement with skilled practitioners in the voluntary and community sector who may be currently in transition from the ESF environment. Management noted this and advised that the College currently has membership of NICVA.The Committee **noted** the information provided by and the action taken by Management. |
| **HR21 22/23** **HHR** | **Year End Summary Report 2021/22**Management advised the Committee on the key issues reflected in the Year End Summary Report 2021/22.The Committee:* **commended** the format and content of the report and the clear benefits of this annual and holistic report;
* **suggested** that trend analyses and contextual information may be appropriate as this reporting approach develops; and,
* **asked** Management to consider reporting on informal conflict resolution outcomes.

The Committee **noted** the information provided by and the action taken by Management. |
| **HR22 22/23** **Chair** | **Any Other Business** No items of AOB advised at the meeting. |
| **HR23 22/23****Chair** | **Meeting evaluation** Committee members advised the Chair that the conduct of this governance meeting provided evidence of the Governing Body’s commitments. |
| **HR24 22/23****Chair****(5 mins)****(1h 10 mins)** | **Date of next meeting** **Governance Programme 2022/23 Cycle 2:**The **third** meeting of the Human Resources Committee in 2022/23 will be held at **3.00pm on Monday 13 March 2022** in the Titanic Quarter Boardroom and via MS Teams. The Clerk has diarised this meeting in colleagues’ Outlook Calendars (**HR30 21/22 13 March 2022 Date of next meeting** refers).**Governance Programme 2023/24 Cycle 1**: The **second** meeting of the Human Resources Committee in 2023/24 will be held at **3.00pm on Monday 4 December 2023** in the in the Titanic Quarter Boardroom and via MS Teams. The Clerk will diarise this meeting in colleagues’ Outlook Calendars during December 2022.The Chair thanked Management for the support and direction that they provided to the Committee in meeting its responsibilities throughout 2022 and wished everyone well over Christmas and into 2023.The meeting ended at 4.30pm. |

**Chair Belfast Metropolitan College Jim McCall**

**Human Resources Committee**

**Signature Date**