



Belfast Metropolitan College Human Resources Committee 3 pm Monday 9 September 2024 in TQ Board Room and via MS Teams

Minutes (Approved 2 December 2024)

Committee Members Attending: Lauren McAteer (Chair); Seamus McGoran; Sheena McKinney' Rose Byrne; Damian Duffy, Interim Principal and Chief Executive(IPCE)

Management Attending: Aidan Sloane, Chief Operating Officer (COO); Stephanie McCormack, Head of Human Resources (HHR)

Directorate Manager for Secretary to the Governing Body: Andrea Browne

**HR01
24/25**

Quorum, Apologies, Welcome, Conflicts of Interest, Notice of AOB and Leadership Culture

Quorum: The meeting is 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: Received from Sinéad Sharpe.

Conflicts of Interest: There were no perceived, potential or actual conflicts of interest reported 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).

Raised but it was agreed not a conflict of interest for HR Metric reference item to Equality Commission as S McKinney is an Equality Commissioner.

Any Other Business: No Items of AOB,

Leadership Culture: Chair **noted** our commitment to Governing Body Leadership Culture Watchwords (**GB02d 22/23 21 September 2022** refers):

Courageous / Creative / Candour / Challenge (**HR11 23/24** below refers).

Minutes	
HR02 24/25	<p>Minutes of the meeting held on 10 June 2024 - Draft (Proposed Final)</p> <p>The Committee considered and approved the Draft (Proposed Final) minutes of the previous meeting.</p>
HR03 24/25	<p>Matters Arising from the minutes of the meeting held 10 June 2024</p> <p>No matters arising from the previous meeting not on this agenda.</p>
HR04 24/25	<p>Governance Guidance and Information</p> <p>No updates reported.</p>
HR05 24/25	<p>Notification of change to the internal control environment under Section 12d of Governing Body Standing Orders V5 22 June 2022</p> <p>No changes reported.</p>
HR06 24/25	<p>Chair's Business</p> <p>(a) Terms of Reference bi-annual review.</p> <p>The Chair review and noted the draft changes. Member discussed implementing the vice-chair for the committee. To be discussed at the Chairs Group meeting on Thursday.</p> <p>The Committee noted the information provided by the Chair.</p>
HR08 24/25	<p>Performance Management Reports as at Q4 2023/24</p> <p>(a) HR Metrics Report; (b) HR Department Priorities Report; (c) Resourcing Report; (d) Employee Relations Report.</p> <p>HHR gave a presentation outlining the Q4 metrics including:</p> <ul style="list-style-type: none"> • Headcount • Sickness Absence • Turnover • ER Cases <p>Will carry out 2-year comparison and further analysis on the flu and cold data and availability of the flu vaccine.</p> <p>Discussed the exit scheme numbers including tracking and monitoring.</p> <p>The Committee noted the information provided by and the action taken by Management.</p>

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<p>HR09 24/25</p>	<p>Absences Review</p> <p>Presentation was given by HHR on the deep drive of College Absences which include information on:</p> <ul style="list-style-type: none"> • Why sickness is an issue and context, • 23rd annual CIPD survey findings, • Belfast Met 5-year trend, • Absences last year by staff support, academic and absence reasons, • Sickness Absence Management Process. • Next Steps were outlined including: <ul style="list-style-type: none"> - Support, train and coach Line Management on the College’s absence management procedures and best practice. - Develop Guidance Documents for employees and Line Managers regarding their responsibilities and College expectations during times of sick absence. - HRBP’s to work on targeted approaches for individuals to support a sooner return to work. - Monitor if a speedy and consistent approach is being applied to the process including digitisation of the Return-to-Work process. - Continue to monitor absences to provide trend analysis and understand any areas requiring immediate interventions. - Continue to monitor the Employee Assistance Programme (EAP) effectiveness - Internally train a range of staff as Mental Health First Aiders. Members noted this is a recognised qualification. HHR will consider, evaluate and explore if this will of benefit. There was a suggestion for staff wellbeing type welcome back at the start of each academic year. It was reported that BMet CPD 2-days are over February mid-term break. - Review current practices in line with the Good Jobs Employment Rights bill. The Bill and likely impacts on matters of Work Life Balance, introducing day 1 rights, right to switch off, time off for carers and for Neo-natal care. - Investment in a College Health and Wellbeing Strategy in line with best practice and our strategic objective to be an Employer of Choice <p>Value Chain Analysis was discussed as something to review and consider for the future. Management agreed to review further.</p> <p>“Value chain analysis is the process of observing and evaluating each business activity involved in the creation of a finished product or service. The purpose of value chain analysis is to find areas of improvement within the value chain that will increase a company’s competitive advantage. What Is Value Chain Analysis? IBM”</p> <p>COO agreed will discuss this update further with the management team to consider an HR Framework and action plan for the year to bring back to this Committee.</p> <p>For December’s meeting deep on Culture, information was requested on the proactive work that the college is doing to improve culture and make it an Employer of Choice.</p> <p>To consider the content of these reports and discuss who else should receive this information, i.e., to the whole Governing Body. Suggestion is that an overview to the Governing Body is important.</p>

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	Suggestion was that all reports should include a comparison from one year to the next and correlation to other organisations.
HR10 24/25	Any Other Business No items.
HR11 24/25	Meeting evaluation Committee members confirmed with Chair the conduct of this governance meeting provided evidence of the Governing Body’s commitments as set out at HR01 24/25 above.
HR12 24/25	Date of next meetings for the Governance Programme 2024/25: <ol style="list-style-type: none"> 1. 3 pm on Monday 2 December 2024 2. 3 pm on Monday 10 March 2025 3. 3 pm on Monday 9 June 2025 The meeting ended at 5 pm.

Governing Body Attendance Report and Governing Body Member Assessment 2024/25	
Participation at HR01 22/23 Human Resources Committee 9 September 2024	
In-person at TQ Boardroom	via MS Teams
Lauren McAteer	Rose Byrne
Seamus McGoran	Sheena McKinney
Damian Duffy	

Lauren McAteer
Chair of Governing Body Human Resources Committee

Signature

Date