

Belfast Metropolitan College Human Resources Committee 3.00pm Monday 10th March 2025 in TQ Board Room and via MS Teams Minutes Monday 10th March 2025

Committee Members: Lauren McAteer (Chair); Seamus McGoran, Sheena McKinney, Sinéad Sharpe, and Rose Byrne.

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

Secretary to the Governing Body: Jim Woods

**HR37
24/25**

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 Damian Duffy

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.*

Rose Byrne joined the meeting at 3:10



Governing Body
Human Resources
Committee

Agenda Item	
HR38 24/25	<p>Minutes of the meeting held on 2 December 2024</p> <p>The Committee considered and approved minutes of the previous meeting held 2 December 2024.</p>
HR39 24/25	<p>Matters Arising from the minutes of the meeting held on 2 December 2024</p> <p>There were no matters arising</p>
HR40 24/25	<p>Governance Guidance and Information</p> <p>There have been no updates reported.</p>
HR41 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>There were no updates reported.</p>
HR42 24/25	<p>Chair's Business</p> <p>The Chair updated members on the appointment of the Director of People and Culture who will be taking up her position on 23rd of April 2025.</p>
HR43 24/25	<p>HR Metrics Performance Report Q2 2024/25</p> <p>HHR presented a condensed slide deck summarising the information in the Metrics Performance Report for Q2 24-25 which had been circulated with the papers. HHR took members through the HR Metrics Report in detail. Information now included Q2 compared to Q1 and Q2 contrasted to Q2 in the previous year. Items drilled into included:</p> <ul style="list-style-type: none"> • Head Count - which is tightly controlled through a request to recruit process to maintain limits to the 'reform to save' targets. • Absences which showed an improving picture compared to the previous year. The critical role of line managers in the process was debated by the Committee. • Wellbeing was highlighted as an important factor for staff • Employee Relations Report - SMCg relayed that the support from HR has been excellent during a recent case at LRA. • Recruitment / resourcing Overview • Equality <p>After a number of probing questions, the Committee noted the report and the action taken by Management.</p>
HR44 24/25	<p>Any Other Business</p> <p>The Committee met in Committee to discuss a further item.</p>

Belfast Metropolitan Human Resources Committee

Agenda Item	
HR45 24/25	<p>Meeting evaluation</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 HR14 24/25.</p> <p>They fed back that the statement was longer than they would have liked.</p>
HR46 24/25	<p>Date of next meetings for the Governance Programme 2024/25:</p> <p>3 pm on Monday 9 June 2025</p> <p>The meeting is scheduled to last until <u>16:30 pm</u>.</p>

Governing Body Attendance Report and Governing Body Member Assessment 2024/25	
Participation at HR36 24 25 Human Resources Committee 5 March 2025	
In-person at TQ Boardroom	via MS Teams
Lauren McAteer	Sinéad Sharpe
Rose Byrne	
Sheena McKinney	
Seamus McGoran	

Approved for publication Governing Body 25 June 2025