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| **Belfast Metropolitan College Human Resources Committee 2.30pm Tuesday 4 October 2022 via MS Teams Minutes FINAL APPROVED 5 December 2022** |
| **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 (HoE); Sarah Jones, HR Business Improvement and Transformation Manager (HRBITM) (HR08 22/23 only)**Clerk to the Governing Body:** Gerry Crossan |
| **HR01 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: A**pologies received as at date of the meeting**.****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 as date of the meeting.**Leadership Culture:** Chair **noted** our commitment to:* 1. brave leadership and meaningful dialogue;
	2. simpler governance; and,
	3. engaging in the right spirit. (**HR11 22/23** below also refers)
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| **HR02 22/23****Chair** | **Minutes of the meeting held on 13 June 2022 - Draft (Proposed Final)** The Committee **approved** **the Draft (Proposed Final)** minutes of the meeting held on 13 June 2022 unamended. |
| **HR03 22/23****Chair** | **Matters Arising from the minutes of the meeting held on 13 June 2022**No matters arising from the meeting held on 13 June 2022 not on this agenda. |

| **Agenda Item**  |
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| **HR04 22/23****Clerk** | **Governance Guidance and Information**1. DfE Returns timetable for 2022/23.

The Committee **noted** the information in the DfE Returns Timetable 2022/23. |
| **HR05 22/23**  | **Notification of change to the internal control environment under Section 12d of Governing Body Standing Orders V5 22 June 2022**Belfast Metropolitan College Equality Scheme 2022 **DRAFT** September 2022Management advised the Committee that:* in line with Equality Commission advice, the approach to Scheme is adopted by the FE Sector; and,
* the College will complete an Article 75 triennial review during 2022/23.

The Committee **noted;*** the updating of the Equality Scheme;
* the clear levels of consultation involved; and,
* the governance pathway towards its adoption by the Governing Body;

The Committee recommended the Draft Equality Scheme to the Governing Body for approval and adoption. |
| **HR06 22/23** **Chair** | **HR06 22/23 4 October 2022****Chair’s Business** 1. Employment relations update for Governing Body members.

The Committee agreed to hold a workshop in November 2022. The Clerk will liaise with all participants on availability. |
| **HR07 22/23****P&CE**  | **Principal and Chief Executive Human Resources Report - verbal**The P&CE **advised** the Committee that:1. a number of actions relating to Employee Engagement that had been discussed during GB01 22/23 and GB02 22/23;
2. the communications actions discussed at those meetings are under way, including Michelle Devlin’s “Fortnightly Focus” Employee Engagement communication;
3. these communications are setting the tone for early and comprehensive engagement to establish and effective employee relations environment; and,
4. feedback so far has been positive, and Management are using this feedback to improve the communications actions going forward; and,

P&CE thanked Management for the quality of the reporting.The Committee **noted** the report and the action taken by Management. |
| **HR08 22/23****HRBITM** | **Work Force Planning Framework aligned with Strategic Objectives**Management advised the Committee on:* the development of the workforce plan process;
* the actions being taken to support evidence-based decision making within the “College of Choice” commitments, Strategic Objectives and the changing needs of our learners; and,
* the Workforce Planning Dashboard metrics and their use planning for staffing resources.

The Committee **noted** the information provided by the action being taken by Management. |
| **HR09 22/23****HHR** | **Performance Management Reports as at Q4 2021/22**Management advised the Committee on the key issues relating to the following Performance Management Reports:1. HR Metrics Report
2. HR Department Priorities Report; and,
3. Resourcing Report.

Management advised the Committee on all related metrics including headcount, long-and short-term sickness absence and recruitment performance;The Committee sought clarification on:* the trend in quarterly metrics relating to absence;
* the feedback process for leavers;
* processes and employer actions to effectively manage workplace stress;
* the cyclical nature of recruitment campaigns to take account of academic year.
1. Centre for Excellence Report; and,
2. Employee Relations Report.

Management advised the Committee on:* the Inclusion and Diversity Framework which is now in in place;
* “Lived Experience” Groups have been established; and,
* related engagement actions that are under way, including partnership with Women’s Aid, and action on transgender, menopause and wellbeing awareness;

The Committee **welcomed** the actions that Management are taking to build engagement and communication across the entire workforce.The Committee **noted** the information provided by and the action taken by Management. |
| **HR10 22/23** **Chair** | **Any Other Business** No items of AOB advised at the meeting**.** |
| **HR11 22/23****Chair** | **Meeting evaluation – Leadership culture**Committee members advised the Chair that the conduct of the meeting was in line with the Governing Body commitments set out at **HR01 22/23** above. |
| **HR12 22/23****Chair** | **HR12 22/23 Date of next meeting** **Governance Programme 2022/23 Cycle 2:**The **second** meeting of the Human Resources Committee in 2022/23 will be held at **3.00pm on Monday 5 December 2022** in the Titanic Quarter Boardroom and via MS Teams. The Clerk has diarised this meeting in colleagues’ Outlook Calendars (**HR20 21/22 6 December 2021** refers).**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 in the Titanic Quarter Boardroom and via MS Teams. The Clerk will diarise this meeting in colleagues’ Outlook Calendars during October 2022.The P&CE will take ELT colleagues’ advice on the options for holding governance meetings at other campuses and liaise with the Chair of the Committee.The meeting ended at **4.15pm**. |

**Chair of Belfast Metropolitan College Human Resources Committee Jim McCall**

**Signature Date**