**Governing Body**

**Human Resources**

**Committee**

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| **Belfast Metropolitan College Human Resources Committee 3.00pm Monday 11 September 2023 in TQ Board Room and via MS Teams**  **MINUTES (Approved 4 Dec 23)** |
| **Committee Members:** Lauren McAteer (Chair); Sam Snodden; Seamus McGoran; Michele Corkey; Sinead Sharpe; Sheena McKinney; Rose Byrne; Louise Warde Hunter, Principal and Chief Executive.  **Management:** Aidan Sloane, Chief Operating Officer (COO);Stephanie McCormack, Head of Human Resources (HHR); Rebecca Roberts, Head of Excellence (HE) (Attended 1-7 only).  **Clerk to the Governing Body:** Andrea Browne (in absence of Gerry Crossan) |

| **Item** | **Minute inc CLOSED SESSION (approved 4 Dec 23)** |
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| **HR01 23/24**  **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:** Received from Louise Warde Hunter, Gerry Crossan.  **Welcome**: The Chair welcomed all colleagues to the first HR Committee meeting of 2023/24. Welcome and introduction to new Committee Members.  Committee members and management introduced themselves.  **Conflicts of Interest**: Sheena McKinney noted a potential conflict of interest regarding her role as Equality Commissioner for NI and the Belfast Met Equality Report. The Chair considered with management and noted no conflict on this occasion.  No other **perceived, potential or actual** conflicts of interest declared 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**).  **AOB:** No Items of AOB advised.  **Leadership Culture:** The Chair **noted** our commitment to Governing Body Leadership Culture Watchwords (**GB02d 22/23 21 September 2022** refers):  Courageous / Creative / Candour / Challenge (**HR10 23/24** below refers) |
| **HR02 23/24** | **Minutes of the meeting held on 23 May 2023 - Draft (Proposed Final)**  The Committee **approved** **the Draft (Proposed Final)** minutes of the meeting held on 23 May 2023. |
| **HR03 23/24**  **Chair** | **Matters Arising from the minutes of the meeting held on 23 May 2023**  No matters arising from the meeting held on 23 May 2023 not already on this agenda. |
| **HR04 23/24**  **Clerk** | **Governance Guidance and Information**  None advised as at date of meeting. |
| **HR05 23/24**  **Clerk** | **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 meeting. |
| **HR06 23/24**  **Chair** | **Chair’s Business**  No new items reported. |
| **HR07 23/24**  **HHR** | **Performance Management Reports as at Q4 2022/23**  Management advised the Committee on the key issues as follows and are content to continue to develop these reports as the Committee requires.   1. HR Metrics Report – inc headcount inc agency staff with changes expected throughout the year in line with budget constraints; steady increase in sickness absence and outlined support for staff provided and HR actions being taken; Counselling Services; Turnover; Recruitment. 2. Resourcing Report. 3. Centre for Excellence Report including the overarching end of year report and key work for 23/24 including AI, induction, manager support programme, onboarding, collaboration projects cross college. 4. Employee Relations Report. 5. Equality Reports outlined. Approved the Section 75 Annual Progress Review - Statutory Equality and good Relations Duties Annual Progress Report.   The Committee discussed the following issues:   * Current college arrangement for hybrid working. * Sickness Absence comparison with NI Public Sector figures noted and that benchmarking other NI FE Colleges may be more appropriate. HHR reported that FE sector HR benchmarking will take place end September and will report to Committee in December * Suggested including comparison to pre-Covid year in report. * Suggested asking to include recruitment in the sector benchmarking. HHR agreed to take the request to the Sector HR Working Group. * Discussed sickness absence and noted there is no requirement for Covid to be reported separately. Will be looking at the current guidance and adapt policies as required. No change to current mainstream polices. * Increase of Covid cases discussed. COO will take comments to the Business Continuity Team. * Use of Aspire Counselling service. * Timings of the Staff Development Survey.   The Committee **noted** the information provided by and the action taken by Management.  ACTIONS:  HHR - Speak to Sector HE Working Group and propose including recruitment in the benchmarking exercise.  COO - Comments on Covid cases increasing to the Business Continuity Group. |
| **HR08 23/24**  **COO** | **CLOSED SESSION: Chief Executive - Human Resources Report**  In the Principal’s absence the COO gave an update on DfE FE Sector Matters. |
| **HR09 23/24**  **Chair** | **Any Other Business**  No items of AOB advised at the meeting**.** |
| **HR10 23/24**  **Chair** | **Meeting evaluation**  Committee members agreed conduct of the meeting provided evidence of the Governing Body’s commitments as set out at **HR01 23/24** above. |
| **HR11 23/24**  **Chair** | **Date of next meeting**  **Governance Programme 2023/24 Cycle 2**: The **second** meeting of the Human Resources Committee in 2023/24 will be held at **3.00pm on Monday 4 December 2023** in the Titanic Quarter Boardroom and via MS Teams. **HR24 22/23 5 December 2022** refers.  The meeting ended at 5.20pm |

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| **Governing Body Attendance Report and Governing Body Member Assessment 2022/23**  **Participation at HR01 23/23 Human Resources Committee 11 September 2023** | |
| **In-person at TQ Boardroom** | **via MS Teams** |
| Lauren McAteer | Seamus McGoran |
| Sam Snodden | Michele Corkey |
| Sinead Sharpe |  |
| Sheena McKinney |  |
| Rose Byrne |  |

**Lauren McAteer**

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

**Signature Date**