

Belfast Metropolitan College Human Resources Committee 3.00pm Monday 14 March 2022 in the Titanic Quarter Boardroom and via Microsoft Teams Minutes FINAL approved 13 June 2022

Committee Members: Jim McCall (Chair); Catherine Burns; Sam Snodden; Brian Wilson; Seamus McGoran, Lauren McAteer Louise Warde Hunter, Principal & Chief Executive.

Management: Gillian Magee, Director of People and Place; Stephanie McCormack, Head of Human Resources (HRM); Rebecca Roberts, Head of Excellence (HoE).

Clerk to the Governing Body: Gerry Crossan

<p>HR21 21/22</p> <p>Chair</p>	<p>Quorum, Apologies, Welcome, Conflicts of Interest, Notice of AOB and Leadership Culture</p> <p>Quorum: The meeting was quorate under the terms of Section 5.2 of the Terms of Reference for the Human Resource Committee (approved GB04c 20/21 23 Sep 20) (2 Governors).</p> <p>Apologies: No apologies received at the meeting.</p> <p>Welcome: Chair welcomed Seamus McGoran and Lauren McAteer, who were appointed to the Belfast Metropolitan College Governing Body by the Department of the Economy on 13 January 2022.</p> <p>Conflicts of Interest: No perceived, potential, or actual conflicts of interest under the terms of Paragraph 15.1 of the Belfast Metropolitan College Governing Body Standing Orders dated August 2015 were advised.</p> <p>AOB: No Items of AOB received at the meeting.</p> <p>Leadership Culture: Chair noted our commitment to:</p> <ul style="list-style-type: none"> i) brave leadership and meaningful dialogue; ii) simpler governance; and, iii) engaging in the right spirit. (HR29 21/22 below also refers)
<p>HR22 21/22</p> <p>Chair</p>	<p>Minutes of the meeting held on 6 December 2021 - Draft (Proposed Final)</p> <p>The Committee approved the Draft (Proposed Final) minutes of the meeting held on 6 December 2021 without amendment.</p>

Belfast Metropolitan Human Resources Committee

Agenda Item	
HR23 21/22 Chair	<p>Matters Arising from the minutes of the meeting held on 6 December 2021</p> <p>HR17b 21/22 6 December 2021 “The Committee welcomed the opportunity to have sight of the current raft of policies that were moving through the sector bodies.”</p> <p>Management advised the Committee on the processes supporting the development of and consultation on and negotiation on FE sectoral HR policies.</p> <p>Management advised the Committee on the following issues:</p> <ul style="list-style-type: none"> • the extant policies in many cases date back to pre-rationalisation of FE Colleges in NI; • the extant policies continue to be used while the sectoral governance processes are ongoing; • inherent risk in these policies is carefully managed in all processes; and, • the target policies are likely to clarify the roles of Management and Governing Body members in a range of HR processes. <p>The Committee noted the information provided by Management.</p> <p>The Chair asked Management to consider briefing the Committee on the use of agency staff across the College at the next meeting.</p>
HR24 21/22 Clerk	<p>Governance Guidance and Information</p> <p>No governance guidance and information relating to the work of the HR Committee was notified since the date of the last Committee meeting.</p>
HR25 21/22 Chair	<p>Chair’s Business</p> <p>Management advised the Committee on</p> <ul style="list-style-type: none"> (a) the outcome of an ongoing process that was live at the time of the last Human Resources Committee meeting; and, (b) the implementation of internal control recommendations arising from individual processes.
HR26 21/22 P&CE	<p>Chief Executive Report</p> <p>The P&CE advised the Committee on a current recruitment exercise.</p> <ul style="list-style-type: none"> (a) status of several processes relating to the implementation of pay awards across the FE sector, including the recent implementation of the pay award for teaching staff, which will be paid in March 2022; and, (b) forthcoming engagement of the Chair and P&CE on the review of the FE delivery model which is being taken forward by Tribal for DfE – Management are very clear about the USP and social and economic impact of Belfast Met which will be fed into the review. <p>The Committee asked about Management’s current COVID-19 response. Management advised that</p>

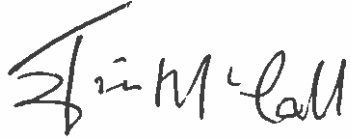
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	<p>(a) they are maintaining the effective compliance with the DfE guidelines in the light of the changing compliance standards that are being applied across the NI economy;</p> <p>(b) a pilot on remote working is currently underway; and,</p> <p>(c) there appears to be increasing levels of learner disengagement which may be associated with the COVID-19 response to date, and this may impact on retention and learning outcomes;</p> <p>(d) the average numbers of staff who test positive and are unable to continue with online teaching and learning remains very low, at approximately 2% of the teaching workforce;</p> <p>(e) the P&CE will share the response to DfE on the action required to maintain a disciplined teaching and learning environment against the backdrop of the previous COVID 19 response and changes to the compliance environment across the NI economy.</p> <p>The Committee enquired as to the potential survey of students to inform Management of the impact of the COVID 19 response student perspectives. Management advised the Committee of the Student Voice process which takes place every year and which has provided rich information. There is also an All-Student Survey under the direction of DfE planned for April/May 2022.</p> <p>The Committee sought clarification on the communications in advance of the letter from M Brennan dated 21 February 2022 (last considered at RC35a 21/22 Resources Committee Meeting 9 March 2022/CQE44a 21/22 Curriculum, Quality and Engagement Committee 16 March 2022). Management advised on the key principles that DfE are seeking to apply to this review.</p> <p>The Committee:</p> <ul style="list-style-type: none"> • commended Management on the successful outcome in relation to the pay award, noted the report; and, • noted the action taken by Management.
<p>HR27 21/22</p> <p>DPP</p> <p>HHR</p>	<p>Performance Management Reports as at Q2 2021/22</p> <p>Management advised the Committee on the key performance measures set out in the report:</p> <p>(a) HR Metrics, Resourcing and HR Department Priorities:</p> <ul style="list-style-type: none"> • long-term trend on days lost to sickness absence is downward; • 78% of staff have not reported sickness absence during the reporting period; • in the light of the prevalence of personal stress as a reason for sickness absence, there are good levels of engagement of staff with Inspire services, including mental health support services, which are also supported through Centre for Excellence services; • staff turnover has reduced year-on-year, and while low, continues to present challenges to the maintenance of delivery capacity; and, • numbers of employee relations cases are significantly reduced year-on-year and has been subject to significant Management action throughout 2021/22. <p>Management advised the Committee on the Resourcing of the HR Department itself and the implementation of the Business Partnering approach.</p>

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	<p>The Committee sought clarification on Management action to respond to staff who are finding remote working a challenge. Management summarised the independent services, CfE services and line management communications that have been in place throughout this period.</p> <p>Management will amend the report to present a year-to-date cumulative staff turnover at the next Committee meeting. Management advised that the pay disparities between FE Colleges and the rest of the economy has been a challenge to FE resourcing for several years.</p> <p>(b) Centre for Excellence – Management advised the Committee on the following issues:</p> <ul style="list-style-type: none"> ○ annual CPD event in February 2022 and the range of support elements that were included in this programme; ○ the ranges of services in place to support Health and Wellbeing; ○ the services in place to support leadership and management, including the Level 5 Executive Coaching and Mentoring programme; ○ recent successful feedback from ETI inspection. <p>The Committee commended the wrap-around support services that CfE provides and the comprehensive and high-quality CPD event programme that was delivered this year.:</p> <p>The Committee:</p> <ul style="list-style-type: none"> • commended Management for the structure and content in the report and for the positive work that has been carried out in relation to the management of employment relations cases; • noted the information provided by and the action taken by Management.
HR28 21/22	Any Other Business
Chair	The P&CE advised the Committee in closed session.
HR29 21/22	Meeting evaluation – Leadership culture
Chair	Committee members advised the Chair that the meeting provided evidence of the Governing Body's commitment to an effective leadership culture.
HR30 21/22	Date of next meeting
Chair	<p>Governance Cycle 4 2021/22 The next meeting of the Human Resources Committee will be held at <u>3.00pm on Monday 13 June 2022</u>. This meeting is in colleagues' MS Outlook Calendars now.</p> <p>Governance Cycle 3 2022/23 The third meeting of the Human Resources Committee in 2022/23 will be held at <u>3.00pm on Monday 13 March 2023</u>. The Clerk will diarise this meeting in colleagues' MS Outlook calendars after this meeting.</p> <p>The meeting ended at <u>5.00pm</u>.</p>

Belfast Metropolitan Human Resources Committee

Chair of Belfast Metropolitan College
Human Resources Committee

Jim McCall

A handwritten signature in black ink that reads "Jim McCall". The signature is written in a cursive style with a large initial 'J'.

Signature

Date 13/06/22

