

**Belfast Metropolitan College Human Resources Committee 3.00pm 1 December 2020 via Microsoft Teams
Minutes FINAL APPROVED 2 March 2021**

Committee Members: Jim McCall (Chair); Catherine Burns; Sam Snodden; Maureen Walkingshaw; Brian Wilson; Louise Warde Hunter, Principal and Chief Executive.

Management: Gillian Magee, Director of People, Policy and Planning (DPPP); Stephanie McCormack; David McDowell, Head of Learner Success (HR24 20/21 only).

In attendance: Judith Blair (HR21 20/21 only); Frank Bryan, Chair of the Governing Body

Clerk to the Governing Body: Gerry Crossan

HR16 20/21	<p>Quorum, Apologies, Welcome, Conflicts of Interest and Notice of AOB</p> <p>Quorum: The meeting was quorate under the terms of Paragraph 3B of the Terms of Reference for the Human Resources Committee dated February 2018 (2 Governors).</p> <p>Apologies: No apologies received as at date of meeting (1 December 2020).</p> <p>Welcome: The Chair welcomed David McDowell and Judith Blair to the meeting.</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 date of meeting (1 December 2020).</p>
HR17 20/21	<p>Minutes of the meeting held on 1 September 2020 - Draft (Proposed Final)</p> <p>The Committee approved the Draft (Proposed Final) minutes of the meeting held on 1 September 2020 unamended.</p> <p>Proposed: Sam Snodden Seconded: Catherine Burns</p>
HR18 20/21	<p>Matters Arising from the minutes of the meeting held on 1 September 2020</p> <p>No matters arising from the meeting held on 1 September 2020 not on this agenda.</p>

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HR19 20/21	<p>Governance Guidance and Information</p> <p>No governance guidance and information relating to the work of the HR Committee has been notified since the date of the last Committee meeting.</p>
HR20 20/21	<p>Chair of Governing Body Business</p> <p>(a) CEF update</p> <p>Chair of Governing Body advised on the role of the CEF and summarised recent employment relations processes and the current position. The Chair will provide a further update at the Governing Body meeting on 9 December 2020. The P&CE advised on some further issues.</p> <p>The Committee</p> <ul style="list-style-type: none"> • welcomed the approach taken by the P&CE and Chair in the discussions with CEF; • noted the complexity and risks associated with potential employment relations scenarios; and, • noted that any proposals on sectoral policy changes will follow appropriate governance pathways in the College.
HR21 20/21 DPPP	<p>Policy Briefing</p> <p>(a) Briefing on legal advices received and how the sector will implement the advices.</p> <p>Management advised the Committee on the</p> <ul style="list-style-type: none"> • history of the issue; and, • the complexity and the risks associated with the challenges of establishing decision-making processes in this issue in the light of the inherent inconsistencies between statutory procedures and negotiated procedures. <p>The Committee</p> <ul style="list-style-type: none"> • noted that the issue is a sector wide issue; • noted the actions that have been taken and the options that have been identified through sectoral engagement; and, • agreed that Management should obtain further advices on the potential options open to the College.
HR22 20/21 DPPP	<p>Covid-19 – verbal update</p> <p>Management advised that</p> <p>(a) COVID numbers:</p> <ul style="list-style-type: none"> • 11 cases this week with 721 in total over the past 14 weeks (positive, negative and suspected;

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	<ul style="list-style-type: none"> • Testing and tracing procedures are in place to support students returning home for Christmas; • Campus audits are being carried out to ensure maintenance of distancing requirements; • Preparations are under way to ensure physical environment meets standards required for January examinations; • COVID Officer has been appointed to assist staff and students and to support reporting; and, • HR Working Group is considering issues around vaccination. <p>(b) Staff engagement</p> <ul style="list-style-type: none"> • Engagement sessions and P&CE weekly communications remain in place, both on COVID issues and communicating strategic work; • “Ask Me Anything” approach is being maintained, staff raise a wide range of issues and staff feedback has been very positive; <p>(c) Student engagement</p> <ul style="list-style-type: none"> • DPPP and DC will meet with Student Representatives in December 2020; and, • Surveys are also being planned to focus on student wellbeing. <p>(d) Awarding organisation</p> <ul style="list-style-type: none"> • Awarding bodies are proposing changes to assessment and grading processes; • Management are working closely with awarding bodies; and, • Appeals have increased significantly since last year. <p>The Committee noted the report and the action taken by Management.</p>
<p>HR23 20/21 DPPP</p>	<p>Human Resources Reports as at December 2020</p> <p>(a) HR Metrics:</p> <ul style="list-style-type: none"> • Sickness absence declined by over 700 days compared to last year – 9% point decline; • 96% reduction has been from Support Staff; • Management provided detailed analysis of the reasons provided for sickness absence; • Turnover rate is 1.8% down from 4.8% in last year; and, • Management summarised the number of grievance cases in process. <p>(b) HR Department Priorities:</p> <ul style="list-style-type: none"> • 10 priorities of which 8 are on target and work on remaining two underway. <p>(c) Resourcing:</p> <ul style="list-style-type: none"> • Significant reduction in resourcing compared to last year; and, • 43 new staff appointed during the quarter. <p>(d) Appraisal Information Q1 2020/21:</p> <ul style="list-style-type: none"> • Appraisal scheme is stood down and will recommence in October 2020.

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	<p>(e) Equality Update Q1 2020/21;</p> <ul style="list-style-type: none"> • Management will advise on Article 55 feedback at the next meeting. <p>(f) Centre for Excellence.</p> <ul style="list-style-type: none"> • Offering on VLE has expanded; • Revised Employee Wellbeing policy will be brought to the next meeting; and, • Teaching and Learning Team have onboarded 43 new staff and provided 288 interventions to assist colleagues during the quarter. <p>The Committee</p> <ul style="list-style-type: none"> • noted the information provided by and the action taken by Management; • welcomed the reduction in the number of average days lost; and, • noted the comparatively strong performance against NI public sector norms.
<p>HR24 20/21 Chair/ Safeguarding Governor</p>	<p>Annual Safeguarding Report 2019/20</p> <p>(a) Annual Review 2019/20; and, (b) ETI Safeguarding Pro-Forma Guidance 2020/21 – updated as at November 2020.</p> <p>Management advised the Committee on the following key issues:</p> <ul style="list-style-type: none"> • ETI Safeguarding includes COVID addendum, which College has implemented but there will be a sector wide response in January 2021; • ETI Pro forma now includes some broader aspects on safeguarding; • Sectoral Safeguarding, Care and Welfare Policy agreed in 2019 • 20 staff trained to support Safeguarding Champion; • Designated Safeguarding Officer training for appropriate staff members; • Student Resilience programme in place; • Staff provided a flexible and agile response during COVID 19 response; • Counselling, Inclusive Learning and Wellbeing moved to online services; • Criminal disclosure management remains robust. • New Wellbeing Team members trained in safeguarding; • ETI Inspection in January and October both with high levels of assurance on College provision; and, • Key data dashboard for 2019/20; • Options for provision of counselling services are under review; • DfE Review of Student Support/Hardship Fund is underway with College participation; • COVID 19 response to learners has represented a significant increase in workload; • Wellbeing Team is working on a range of Trust-sponsored activities; • Inclusive Learning 1000 assessments so far and access arrangements have increased by 38%; • Careers support and Student Engagement has moved online and to social media. • Student Union support and services has also moved online. <p>The Committee congratulated Management on the level of support that is provided to learners by staff and the recognition of this by ETI inspections.</p>

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	The Committee noted the information provided by and the action taken by Management.
HR25 20/21	<p>Any Other Business</p> <p>Chair of the Committee noted that Centre for Excellence will update the Committee on it work at the March meeting.</p> <p>Chair of the Governing Body</p> <ul style="list-style-type: none">• thanked Management for the work of Learner Support Team which is critical to the delivery of the College's dual mandate on the ground; and,• thanked the Committee for its effective scrutiny, challenge and support of Management and high level of assurance that the Governing Body draws from the work of the Committee.
HR26 20/21	<p>Date of next meeting</p> <p>Governance Cycle 3 2020/21 The next meeting of the Human Resources Committee will be held at 3.00pm on 2 March 2021 via Microsoft Teams</p> <p>Governance Cycle 1 2021/22: HR Committee 3pm on Tuesday 30 November 2021 invitations will issue from Clerk on Microsoft Outlook/Teams</p> <p>The meeting ended at 5.25pm</p>

Chair of the Belfast Metropolitan College
Human Resources Committee

Jim McCall

Signature

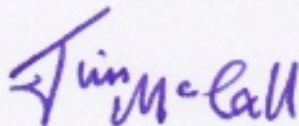
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