

GOVERNING BODY OF THE BELFAST METROPOLITAN COLLEGE		
Minutes of the HR Committee meeting held on 20 June 2018 at 4.30pm in Castlereagh campus.		
Present	Present Governors: Catherine Burns (Chair), Jim McCall, Sam Snodden, Brian Wilson and Maureen Walkingshaw. Officer: Gillian Magee, [Director of Transition], Rebecca Roberts (Head of Excellence). Secretary: John McAndrew	
HR 56 17/18	Apologies and Notice of AOB	
	None.	
HR 57 17/18	Personnel Update	
	The Chair updated fellow governors on a recent LRA hearing, and subsequent action. The College awaited the panel's decision.	
Officers entered the meeting.		
HR 58 17/18	Conflicts of Interest Declaration	
	In response to the Chair's question no conflicts were declared.	
HR 59 17/18	Minutes of the HR Committee meeting of 20 March 2018	
	The minutes of the 20 March 2018 were agreed.	
HR 60 17/18	Matters Arising (and actions taken)	
	<ul style="list-style-type: none"> • <i>RES 12 Examples of the usage of social media results be presented at a future HR meeting.</i> To be scheduled (end of Q1 2018 - 19 allows a full year summary for 2017-18 which indicated Jan 2019). • <i>HR 45 17/18 HR Priorities Ragged Grid.</i> To be updated. Complete. • <i>RES 13 Capability policy.</i> Approved at the Governing Body of 30 April 2018 and to be rolled out via meta compliance software in September 2018. • <i>RES 14 Agency Staff reduction strategy to be sighted at next HR meeting.</i> See Minute 65. • <i>HR 48 17/18 Appraisal Review Process data cleansing.</i> See Minute 66. • <i>HR 49 17/18 Article 55 return for the period 2014/16 to be circulated.</i> Circulated with Agenda. See Minute 68. • <i>HR 50 17/18 The Head of Excellence to present her report at the next CQE meeting.</i> See Minute 67. • <i>HR 51 17/18 Recommendations from the GB Review Committee to be presented at a future Governing Body.</i> Agreed in closed session of Governing Body of 30 April 2018. 	
HR 61 17/18	Chair's Business	
	<ul style="list-style-type: none"> • <i>Pre- Meeting</i> The Chair noted that she had met the Director of Transition prior to the Committee meeting. • <i>Procurement of HR legal services</i> The DT updated members. • <i>HR Calendar.</i> Noted 	
HR 62 17/18	HR Priorities	
	The DT reported that 15 the 16 agreed priorities for 2017-18, 15 had been completed or were on track for completion. She reported by exception. One KPI relating to the automation of employment control panel would not be delivered due to lack of Shareware expertise however the college was	

	seeking alternative solutions. The revised competency based framework including behavioural indicators would be launched in September 2018 at a staff conference.	
HR 63 17/18	HR Metrics	
	<p>The DT reported steadily improving sickness absence on a year on year basis for Q3 between the years 2014-15 and 2017-18 notwithstanding the odd outlier on extended sick leave. On enquiry it was confirmed that there were firm operational timelines with fixed action points. Members noted the high number of working days lost/ % of staff affected by sickness absence at a cost of @ £785,000 including employer costs in 2017/18. On enquiry it was noted that absenteeism policy was sectorally agreed and could not be reconfigured for new employees; that the impact of sick leave on colleagues was stressed at Induction and could usefully be referenced in “Return to Work” interviews.</p> <p>The DT noted a recent Internal Audit report on sickness absence which would come to both HR and A&R Committees after management side input.[The report had been prematurely presented to A&R Committee and had been withdrawn.]</p> <p>The DT reported that staff turnover was marginally up, and staff utilisation marginally down as resource was committed to curriculum development.</p> <p>On enquiry it was confirmed that staff were involved in organisational activities outside of their job role e.g. admissions and graduations.</p>	
RES 15	<i>The HR Committee requested an assessment of the full cost of sickness absence including costs of back fill at its next meeting.</i>	DT
HR 64 17/18	Policies and Procedures	
	There were no new policies or procedures for presentation to Committee. It was reported that the Belfast Met policy on social media was in preparation; this was separate to the BMC Acceptable Usage (of IT) policy already rolled out.	
HR 65 17/18	Restructuring / Recruitment	
	<p>The DT confirmed that the College had not utilised VES in 17/18 nor intending to do so in 18/19 . The restructuring of the Centre for Business Development and Centre for Training had been completed, and the College Structure was now firmly established with very little fat in the system.</p> <p>The DT reported high levels of resourcing activity with thirteen recruitment advertisements in the academic year largely due to the need to resource a number of European and Funded projects eg GENCOMM; in sum over 1700 applications and 179 appointees in the YTD.</p> <p>Members noted the decreased use of Agency staff and the areas in which they were mainly used e.g. catering.</p>	
HR 66 17/18	Appraisal Review Process	
	The Committee noted that 88% of observations had been completed and appraisals for 17/18 were due to be completed by October 2018. The HE noted a forthcoming college wide advertising campaign using “retro” posters to inform staff about the value of appraisals allied to gradual changes in attitudes to be instilled in the longer term.	
RES 16	<i>The HR Committee requested sight of the “retro” posters on appraisal at its next</i>	HE

	<i>meeting.</i>	
HR 67 17/18	Centre for Excellence	
	<p>The HE reported on the great success of this year's Staff Awards celebrating staff achievement; on the continuing onboarding of Canvas with migration to be completed by September 2018; on preparations for an ETI inspection of WBL; on the Met Management passport and "What it means to be a Met manager" course; and on unsolicited internal audit praise of the Health and Welfare programme as a model of leading practice [Audit had chanced on the programme when reviewing a related system].</p> <p>Members viewed the activities within the Union as exciting and on enquiry it was confirmed that all staff were targeted for improvement and not just well motivated frequent course attendees.</p>	
HR 68 17/18	Equality	
	The DT noted the summary update on equality and diversity issues, and the Article 55 documentation together with the correspondence from the Equality Commission to Belfast Met.	
HR 69 17/18	Recommendations from the GB Review Committee	
	The Chair noted the intended future presentation to the Governing Body of the Committee's recommendation and also the intention to invite Internal Audit to review implementation of the recommendations.	HR Chair A&R Chair
HR 70 17/18	Issues Paper	
	The DT tabled a draft organisational improvement paper and members were invited to submit comments.	Members.
HR 71 17/18	AOB	
	<p>Training for student governors was raised for discussion. It was noted that the student governor attended Governance training organised by NUS/SUI and "Effective Governance" training organised by DfE, and in previous years student governors had benefited from governor mentors, most recently and successfully by the current Chair.</p> <p>It was felt that a student governor would benefit from "boardroom" training. Suggestions put forward for training vehicles included an in house video to be developed by the Excellence Unit, a Belfast Met Trust project or buying in expertise from Strictly Boardroom.</p>	Secretary
HR 72 17/18	Date of Next Meeting	
	The next meeting will be on 8 October 2018.	Secretary
HR 73 17/18	Close of Meeting evaluation:	
	"A very interesting meeting."	