

GOVERNING BODY OF THE BELFAST METROPOLITAN COLLEGE

Minutes of the HR Committee meeting held on 20 March 2018 at 4.30pm in TQ 3rd Floor classroom

Present	Present Governors: Catherine Burns (Chair), Jim McCall, and Sam Snodden. Officer: Gillian Magee, [Director of Transition], Catherine Mulvenna (Internal Communications and Engagement Officer) Secretary: John McAndrew													
HR 39 17/18	Apologies and Notice of AOB													
	Apologies were received from governors Brian Wilson and Maureen Walkingshaw, and officer Rachel Roberts (Head of Excellence).													
HR 40 17/18	Conflicts of Interest Declaration													
	In response to the Chair’s question no conflicts were declared.													
HR 41 17/18	Minutes of the HR Committee meeting of 22 November 2017													
	The minutes of the 22 November were agreed.													
HR 42 17/18	Matters Arising (and actions taken)													
	<i>RES 7 Presentation on the Staff Survey. See Minute 44 17/18</i> <i>RES 8 Recommendation of Whistleblowing Policy to Governing Body. Completed at Governing Body of 29 November 2018.</i> <i>Article 55. The return for the period 2014-2016. See 49 17/18</i> <i>RES 9 HR to revisit the draft Assurance Statement. See 52 17/18</i> <i>RES 10 Secretary to revisit the draft TOR. See 53 17/18.</i> <i>RES 11 Flowcharts for personnel procedures. See 51 17/18</i> <i>HR 36 17/18. Head of HR. The DT updated the Committee on timescales and the method of recruitment.</i>													
HR 43 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>Personnel</i> The Chair noted a recent personnel case and the excellent support received from the HR Officer involved. 													
HR 44 17/18	Staff Survey													
	<p>The Communications Officer confirmed the survey was confidential and anonymous and carried out by a third party provider; overall there was an overall response rate of 61% from a 1000plus Questionnaires. The survey carried out in May 2017 was structured as follows:</p> <table border="1"> <thead> <tr> <th colspan="2">Employee Engagement Survey Results</th> </tr> </thead> <tbody> <tr> <td>• Engagement with Corporate Structure</td> <td>• College Benefits</td> </tr> <tr> <td>• Engagement with Senior Management</td> <td>• College Communications</td> </tr> <tr> <td>• Engagement with Line Managers</td> <td>• Employee Voice</td> </tr> <tr> <td>• Engagement through Performance</td> <td>• Staff Development</td> </tr> <tr> <td></td> <td>• Staff Motivation and Engagement</td> </tr> </tbody> </table> <p>Members noted the largely positive results with high levels of awareness, engagement, and commitment. Members thanked the Communications Officer for the presentation. The DT also highlighted “Our Story” to be launched in September 2018.</p>	Employee Engagement Survey Results		• Engagement with Corporate Structure	• College Benefits	• Engagement with Senior Management	• College Communications	• Engagement with Line Managers	• Employee Voice	• Engagement through Performance	• Staff Development		• Staff Motivation and Engagement	
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RES 12	<i>The HR Committee agreed that examples of the usage of social media results be presented at a future HR meeting.</i>	DT												

HR 45 17/18	HR Priorities	
	<p>The DT noted the planned activities were largely on track at the end of Q2.</p> <p>On enquiry she confirmed that if commercial catering was outsourced HR would provide support in consultation with staff; that Trade Union side had been consulted; that the provision of food would be a like for like changeover in line with the FE Order; and that the contingency for slippage was business as usual.</p> <p>On enquiry it was confirmed that the RAGged grid had not been completely updated and would be corrected, that there was contingency for the STS project, and that recent turnover was in part due to promotion, more money or other opportunities elsewhere.</p>	DT
HR 46 17/18	HR Policies & Procedures	
	<p>The Committee reviewed the Capability Policy for Academic Staff and commented as follows; that the document would benefit from examples of “concerns” and a flowchart, and it was noted that these would figure on the supporting tool kit. On enquiry it was confirmed that line managers were “required” to attend and staff members simply “encouraged”, and that appeals were heard by individuals at the next level above not involved up to that point; and that grounds for appeal must be set out in writing.</p>	
RES 13	<i>The HR Committee recommended approval of the Capability policy to the Governing Body.</i>	Chair
HR 47 17/18	Restructuring and Recruitment.	
	<p>The Committee noted that restructuring for Marketing had now completed. She also noted that 131 posts had been advertised to the end of January 2018, and 137 appointed not including Agency staff. It was noted that the turnover rate for Agency had fallen. It was noted that the Agency Staff reduction strategy could usefully be viewed by both the Committee and Governing Body.</p>	
RES 14	<i>The HR Committee requested sight of the College’s Agency Staff reduction strategy at its next meeting.</i>	DT
HR 48 17/18	Appraisal Review Process	
	<p>The Committee expressed concern at the lack of progress. The DT explained that there were some data cleansing issues which had resulted in some unreliable figures and misdirection of appraisals however this was being worked upon and reliable figures would be reported to the next meeting.</p>	DT
HR 49 17/18	Equality	
	<p>The DT noted the Annual monitoring return for 16/17 had been submitted to the Equality Commission to deadline. As yet the Commission had not substantively queried the report or raised issues regarding content.</p> <p>She also confirmed that the Article 55 return for the period 2014/16 was submitted to deadline and she agreed to circulate the return. HR had received verbal confirmation from the Commission that there were no immediate concerns with the report. It was noted that there was a meeting scheduled between HR and the Commission to sign off both statutory reports and HR Committee would be updated with any findings.</p>	DT

HR 50 17/18	Centre for Excellence	
	The DT highlighted the half term Academic conference run on 12 & 13 February with the focus on the Canvas [replacement for Blackboard] roll out, and QAA. The DT also highlighted the hidden drawbacks to piloting projects. The DT confirmed that the Head of Excellence would present her report at the next CQE meeting.	HE
HR 51 17/18	Recommendations from the GB Review Committee	
	The Director of Transition provided members with an update on progress. The Chair reiterated the need for clear direction as to the need for the correct tone in correspondence and the length of correspondence. It was noted that on completion of the exercise that there would be a presentation to the Governing Body. Members recognised that on occasion complainants would seek to undermine the authority of the Executive by involving the Governing Body and emphasised the importance of following the correct processes.	Chair
HR 52 17/18	Annual HR Assurance Statement	
	The Secretary noted the discussion of the Committee Assurance Statement at the most recent Chair's meeting.	
HR 53 17/18	Terms of Reference	
	The Secretary noted that the draft Terms of Reference for all Committees had been agreed in principle at Chairs' Committee and referred back to individual committees for any fine tuning. The Committee noted the addition of a workplan.	
HR 54 17/18	Date of Next Meeting	
	The next meeting will be held on 20 June 2018 in Castlereagh Campus.	Secretary DT
HR 55 17/18	Close of Meeting evaluation:	
	"A good positive meeting."	