

<b>GOVERNING BODY OF THE BELFAST METROPOLITAN COLLEGE</b>		
<b>Minutes of the HR Committee meeting held on 20 September 2017 at 4.30pm in TQ campus boardroom</b>		
<b>Present</b>	<p><b>Present Governors:</b> Catherine Burns (Chair), Jim McCall.  <b>Officers:</b> Gillian Magee, [Director of Transition], Darren Crothers (Head of HR), and Rebecca Roberts (Head of Excellence), Stephen Kennedy (TEL Manager).  <b>Acting Secretary:</b> Gillian Magee</p>	
<b>HR 1 17/18</b>	<b>Apologies and Notice of AOB</b>	
	Apologies were received from Sam Snodden, Brian Wilson and John McAndrew. There was one item of AOB.	
<b>HR 2 17/18</b>	<b>Conflicts of Interest Declaration</b>	
	In response to the Chair's question no conflicts were declared.	
<b>HR 3 17/18</b>	<b>Minutes of the HR Committee meeting of 19 June 2017</b>	
	The minutes of the 19 June 2017 were agreed.	
<b>HR 4 17/18</b>	<b>Matters Arising</b>	
	<p><i>RES 9 Regular NIPS/SLA reports to a specific Committee.</i> The Chair confirmed that it has been agreed that this will be reported to Resources Committee.</p> <p><i>HR 37 16/17 "Away Day" Ideas.</i> Complete.</p> <p><i>HR 38 16/17 Employees Benefit Statement</i> –The Head of HR confirmed that the Benefit Statement is to be piloted among Senior Managers for feedback and this feedback will support the specification for the new staff intranet that the College is developing.</p> <p><i>RES 10 HR organogram.</i> The Head of HR confirmed it will be shared with Committee once restructuring was complete.</p> <p><i>HR 57 16/17 Resourcing Policy &amp; Procedure.</i> The draft policy has been tested with five departments and feedback has been captured prior to submission of the final policy to Executive Team for approval, TUs for consultation and Committee for ratification.</p> <p><i>HR 57 16/17 Article 55 return.</i> See Agenda item.</p> <p><i>RES 15</i> See Agenda item 6.</p> <p><i>RES 16</i> An updated Report Recommendation grid to be circulated to members. See Agenda item.</p> <p><i>HR 61 16/17 TOR.</i> See Agenda item.</p>	HHR
<b>HR 5 17/18</b>	<b>Chair's Business</b>	
	<p>The Chair noted that she had met the Director of Transition prior to the Committee meeting. The planned Whistleblowing Training was discussed and the Chair confirmed that this training would take place at Pinsent Mason's office on October 3rd 2017 at 2pm.</p> <p>The Chair asked that the Secretary of the Governing Body confirm Governors attendance at this training event.</p>	Secretary

<b>HR 6 17/18</b>	<b>Presentation: Technology Enhanced Learning</b>	
	<p>Rebecca Roberts (RR) introduced Stephen Kennedy (SK), TEL Manager to Committee and set the context for the new Learner Management System.</p> <p>SK thanked Committee for the opportunity to present and introduced his presentation 'Reaping the Benefits of Blended Learning'. SK began by outlining the benefits of blended learning from a student, teacher, management and, employer perspective and detailed how blended learning differs from traditional learning.</p> <p>SK provided an overview of the Learner Management System (LMS) and gave examples of the functionality and potential. SK showed how the LMS drives Higher Order Learning and referenced evidence that shows that Higher Order Learning positively affects student retention, achievement and satisfaction.</p> <p>SK shared the College's vision for blended learning and the methodology we will follow to realise this vision.</p> <p>SK went on to outline the process to onboard the new system. On enquiry, SK confirmed that there are elements of courses that require face-to-face delivery and elements that lend themselves to remote learning. A one-size approach will not work. The College needs to understand the nature of the course content and the maturity of the learner in order to determine the most appropriate blend of face-to-face and remote learning.</p> <p>Mr. McCall complemented the methodical approach taken thus far and noted the scale of the potential. Mr. McCall queried the investment required and SK confirmed that the five-year commitment totals £480,000 however he added that this is less than the current costs. He asked for assurances that the impact on learner success will be measured and GM confirmed that this is currently measured through the learner satisfaction surveys and through the student voice.</p>	
<b>RES 1</b>	<i>The Chair thanked Mr. Kennedy for his presentation and asked that he return to Committee in September 2018 to provide a progress report on implementation and feedback.</i>	TEL.Man.
<b>HR 7 17/18</b>	<b>Presentation: Evaluation of the Centre for Excellence</b>	
	<p>RR introduced the presentation 'Building the Excellent Workforce'. RR started by reminding Committee that Centre for Excellence (CfE) is 18 months in operation and has just completed its first full academic year. RR appraised Committee that CfE spans several areas: Technology Enhanced Learning, Curriculum Quality Assurance, Staff Development, Leadership and Management Development.</p> <p>RR outlined the key elements of delivery during 2016-17 which included developing a 4 tier induction programme, a core skills development programme (that included a Level 4 Teaching Excellence Programme for</p>	

	<p>Part Time Lecturers), a Health and Wellbeing Programme and a Leadership and Management Programme that promoted succession planning.</p> <p>Mr. McCall thanked RR for the presentation and queried if it is possible to correlate the interventions with key HR metrics such as sickness absence. RR stated that year 1 of the programme aimed to pilot all initiatives and while data has been gathered regarding usefulness of intervention/application to work, HR metrics have not to date been correlated. Moving into 2017-18, the College will evaluate the impact of CfE interventions to determine whether they affect staff's perception of Belfast Met as an Employer of Choice.</p> <p>The Chair commented on the timing of setting-up the Centre during the VES process and the amount of work that has already been undertaken. The Committee looked forward to an update at a future meeting.</p>	<p><b>HoExc</b></p>
<p><b>HR 8 17/18</b></p>	<p><b>HR Priorities</b></p>	
	<p>The Head of HR updated members on progress against planned priorities including:</p> <ul style="list-style-type: none"> <li>• Sickness Absence –in line with sector average at end Quarter 4.</li> <li>• Appraisals – responsibility for appraisals has transferred to CfE. The appraisal policy is developed at a regional level however, Belfast Met is carrying out a wholesale review of how it administers the process.</li> </ul> <p>Mr. McCall queried why there is a need to review the appraisal process. RR confirmed that line managers are responsible for carrying out appraisals however due to the nature of our curriculum, some managers have a disproportionately high number of direct reports and as such conducting appraisals is incredibly challenging. The review process will consider alternative approaches to ensure we have a meaningful performance management/ appraisal process.</p> <p>The Chairman commented on the progress made in the appraisal process.</p> <ul style="list-style-type: none"> <li>• NIPS Contract – transferring staff have transferred to Belfast Met under the TUPE process.</li> <li>• College Reorganisation – Management and Curriculum restructure is complete and the majority of support side reorganisation is complete also. The exceptions are Business Development, Learner Success, Technicians and Training Departments. All other organisational change is because of business as usual resourcing requirements.</li> </ul> <p>The Head of HR updated on the ongoing trend which has seen the “business as usual” HR caseload increasing on a month by month basis alongside several areas of unplanned activity.</p>	

	DC updated Committee on the resourcing challenges faced from within the HR Department itself. Currently the College is operating with 1 HR Business Partner (out of a team of 4). The College has gone to market on several occasions however; it has not been possible to recruit. To address this and to ensure that the KPIs for 2017-18 are met, two programmes of work are being outsourced: sickness absence administration and developing toolkits.	
<b>RES 2</b>	Committee requested an update on the appraisal review process at the November meeting.	HHR
<b>HR 9 17/18</b>	<b>HR Metrics</b>	
	<p>The Head of HR introduced the HR Metrics paper and highlighted:</p> <ul style="list-style-type: none"> <li>Sickness Absence Analysis – DC noted the reduction in days lost through sickness absence, the fact that we are now in line with the sector average and the costs associated with the number of days lost.</li> </ul> <p>Mr. McCall queried the volume presenting with the classification ‘Musculo-Skeletal conditions’. DC confirmed that via Occupational Health the trend for those presenting with this condition is increasing due to lifestyle, age profiles etc.</p> <ul style="list-style-type: none"> <li>Staff Utilisation.</li> <li>Employee Relations –The Head of HR referred to the Employee relations tracker and outlined the progress made. The Committee Chair commented on the excellent work conducted to mediate on several cases with a view to closing out in the early stages of the process.</li> </ul>	
<b>HR 10 17/18</b>	<b>HR Policies &amp; Procedures</b>	
	<p>The Committee received an update on recent HR policy activity and reviewed the CCTV policy and the Code of Conduct.</p> <p>On enquiry, it was confirmed that the CCTV policy had been issued to Trade Unions for consultation, and that the Executive had signed it off. On enquiry it was also confirmed that the policy could be implemented without Trade Union side sign off.</p> <p>Officers confirmed that only minor changes had been made to the Code of Conduct to reflect organizational changes. Members recommended revising the wording about external employment in section 4 of the Code.</p>	HHR
<b>HR 11 17/18</b>	<b>Appraisals</b>	
	This item was covered under HR Priorities (see Res 8).	
<b>HR 12 17/18</b>	<b>HR Policies &amp; Procedures</b>	
	The Head of HR noted that no new policies were to be presented to Committee.	

<b>HR 13 17/18</b>	<b>Resourcing</b>	
	<p>The Head of HR introduced the Resourcing Paper and discussed the metrics outlined in the paper.</p> <p>The DT noted that 20% of College staff have been engaged on temporary contracts and that there will be a focus during 2017-18 to fill the establishment with permanent posts.</p>	
<b>HR 14 17/18</b>	<b>Equality</b>	
	<p>The DT reported that Annual Fair Employment Monitoring return for 2016-17 had been submitted to the Equality Commission by 30th April 2017 and that there has been no further comment from the Equality Commission.</p> <p>The DT confirmed that the Article 55 return for the period 2014-2016 is due for submission by end September 2017.</p> <p>The Head of HR referenced the sectoral work that Belfast Met is leading on to develop a Transgender Policy and guidance for staff. The guidance had been included in Committee papers. The Chair and Mr. McCall commented on this excellent work.</p>	DT
<b>HR 15 17/18</b>	<b>Assurance Statement</b>	
	DT invited comments on the Assurance Statement and the Committee Chair suggested inviting comments from all Committee Members.	
<b>RES 3</b>	Secretary to complete relevant sections and circulate to Committee members to provide comments prior to submission to Audit and Risk Committee.	Secretary
<b>HR 16 17/18</b>	<b>Recommendations from the GB Review Committee</b>	
	<p>The DT introduced the paper and provided members with an update on progress made during Quarter 4.</p> <p>Committee reviewed the progress report and were content with progress to date.</p>	
<b>RES 4</b>	<i>Committee asked that the Secretary complete relevant sections to ensure completeness.</i>	Secretary
<b>HR 17 17/18</b>	<b>Terms of Reference</b>	
	The Chair thought it best not to recommend the TOR to the Governing Body until all committee members had been given an opportunity to review.	
<b>RES 5</b>	Committee asked that the Secretary liaise with Committee members to review the TOR.	Secretary
<b>HR 18 17/18</b>	<b>AOB:</b>	
	The Chair of the Committee referred to the Governing Body training programme and the recommendations from the GB Review Committee	

	<p>and noted that Policy refresher training is required.</p> <p>The Committee Chair will contact the Chair of the Governing Body to identify potential dates and will liaise with the Secretary.</p> <p>The Committee Chair further requested a hardcopy 'policy bundle' be developed in a lever arch folder for each Governor. This would allow old policies to be removed and new policies introduced.</p>	
<b>RES 6</b>	<p>Chair of Committee to identify a range of potential dates. Secretary of Governing Body to liaise with Governors and HRD to progress. Secretary of Governing Body to create manuals for Governors and in line with Committee approval structure. HR personnel to ensure that the Secretary has the most up-to-date policies</p>	
<b>HR 19 17/18</b>	<b>Date of Next Meeting</b>	
	The next meeting will be held on Wednesday 22nd November 2017.	
<b>HR 20 17/18</b>	<b>Close of Meeting:</b>	
	Governors commented on the quality of the presentations and thanked officers for their contributions.	