



**Minutes of Human Resource Committee
Meeting Number 35
Wednesday 12 October 2022 at 9.30am via video conference.**

Present:

Gerard McGurdy, Deputy Chief Commissioner (Chair)
Kieran Donaghy, Commissioner
Hugh McKeag, Commissioner

In Attendance:

Frances McCandless, Chief Executive CCNI
Anne-Marie Watts, Administrative Officer
Punam McGookin, Head of Charity Services (Item 8 Only)

Apologies

Aubrey McCrory, Head of Corporate Services
Representatives from DfC

The Chair opened the meeting at 9.30am. No conflicts of interest were declared.

It was noted that the Head of Charity Services would join the meeting for item 8. Items 9-10 were discussed out of sequence prior to item 8, to facilitate discussion of item 8 with senior staff present.

1. Minutes of meeting No. 34, 15 June 2022

The minutes of the committee meeting held on 15 June 2022 were discussed and an update on actions completed. The minutes were agreed as proposed by Hugh McKeag and seconded by Kieran Donaghy.

AP 1: Minutes of 15 June 2022 meeting to be recommended to the Board for approval.

2. Review of Committee annual agenda

The CEx introduced this item. The committee agreed that health and wellbeing is to be added as an annually recurring item. There was a discussion around the functions of the committee and acknowledgement that a fundamental review is to be undertaken of Commission committee structures. The committee discussed the hybrid working pilot and noted that the 6-month review of the hybrid pilot will be brought to the committee and any issues in the meantime will be verbally reported, as proposed by Kieran Donaghy and seconded by Hugh McKeag.

AP 2: Health and Wellbeing to be added as a specific item on the September/October HR Committee agenda.

AP 3: Committee Chair to have a discussion with the Chief Commissioner re the review of committees and their roles with the Commission.

AP 4: 6-month review of the hybrid policy to be brought to the committee.

3. Review of hybrid working policy staff survey results

The committee discussed the results of the latest staff survey and noted the level of response from staff and that the results were very positive and reflected previous surveys. Various models of encouraging teamworking were discussed and was noted it would be useful (resources permitting) to look at trends over time arising from the surveys. The committee discussed the issue of cost of living and travel costs and recognised that this was a serious issue for some staff. They also noted some implications arising from office layout were raised in the survey.

4. HR Dashboard

The Committee noted that some Dashboard indicators had not been finalised in the absence of the Head of Corporate Services. The committee discussed the information presented and noted it was positive. The figures and some of the trends arising were discussed.

5. People Strategy action plan update

CEx introduced the strategy action plan and Commissioners noted the progress. It was agreed in Quarter 3 to provide an indication if anything was not likely to be achieved by year end. It was also agreed to undertake a deep dive into activities on leading and inspiring people at the next meeting.

AP 5: Include deep dive into first pillar of People Strategy Action Plan on agenda for the next meeting.

6. Trade Union Relations Update

The CEx gave an update on a recent statement from the Finance Minister which related to pay awards.

7. HR-Related Audit Recommendations

None.

8. HR Developments

CEx gave a brief update on the revised Covid sickness procedures for NICS.

The Head of Charity Services joined the meeting and Anne-Marie Watts left the meeting at 10.20am.

Confidential legal advice was discussed, in advance of a related decision to be brought to the next board meeting.

9. AOB

None.

10. Issues for next meeting

Items identified to include safeguarding policy.

Meeting concluded at 10.55am. Date of next meeting 7 December 2022.

HR Committee

Register of Outstanding Action Points

Committee Meeting and Action Point	Date Raised	Agenda Item	Action	Owners	Status
35 (1)	12/10/22	1	Minutes of 15 June 22 meeting to be recommended to the Board for approval.	HCorpS	Completed
35(2)	12/10/22	2	Health and Wellbeing to be added as a specific item on the sept/October HR Committee agenda.	HCorpS	Complete
35(3)	12/10/22	2	Committee Chair to have discussion with Chief Commissioner re the review of committees and their roles with the commission.	Deputy Chief Commissioner	Underway
35(4)	12/10/22	2	Bring the 6-month review of the Hybrid policy to the committee.	HCorpS	Underway
35(5)	12/10/22	5	Include deep dive into first pillar on agenda for the next meeting.	HCorpS	Complete
34 (2)	15/06/22	2	Formal Launch and demo of updated staff handbook on intranet to be arranged.	HCorpS	Underway
34(7)	15/06/22	3	Staff engagement session to develop a specific action plan and take forward recommendations as part of delivering strategy.	HCorpS	Underway
34(8)	15/06/22	4	Training plan to be developed for Commissioners around new Northern Ireland Audit Office (NIAO) governance guidance.	HCorpS	Underway

34(9)	15/06/22	4	Training in committee roles which may arise from consideration of new board and committee structures to be developed.	HCorpS	Underway
31(5)	13/10/2021	3	Staff to review wider approaches to safeguarding policy.	HCorpS	Complete