



**Minutes of Human Resource Committee
Meeting Number 27
Tuesday 12 February 2019 at 2.00pm in CCNI Offices, Lurgan**

Present:

Geraldine Donaghy, Commissioner
Steven Cockcroft, Commissioner
Kieran Donaghy, Independent Member, Co-opted

In Attendance:

Frances McCandless, Chief Executive CCNI
Aubrey McCrory, Head of Corporate Services
Martin Ireland, DfC Observer
Colleen Bell, DfC Observer
David McGurk, CCNI Finance & Admin Officer

Apologies

None

The Chair opened the meeting and everyone introduced themselves.

1. Minutes

The minutes of the meeting held on 22 June 2018 and action list were considered. Updates on actions now completed were noted and the minutes were agreed as proposed by Kieran Donaghy and seconded by Steven Cockcroft, subject to minor amendment to reflect the Health & Safety policies once adopted were the Commissions. The action list will be updated and the minutes will be published on the Commission's website following Board approval.

AP 1: Action list updated to reflect completed actions and Minutes of 22 June 2018 meeting to be recommended to the Board for approval.

2. Conflicts of Interest

No conflicts of interest were declared.

3. Policies

a) Health & Safety

The Head of Corporate Services gave an overview of the proposed approach and following an in-depth discussion it was agreed to recommend to the Board that CCNI adopt a Health & Safety (H&S) policy statement based on the approach of sponsor department.

AP 2: Recommendation to Board that CCNI adopt a H&S Policy statement based on sponsor department approach.

b) Leave & Attendance

The Head of Corporate Services outlined the range of policies being proposed and challenges in following the NICS approach. The HR Committee discussed operational impacts and queried how business needs could be met across various teams. It was agreed that SMT would give further consideration to these policies, in particular Alternative Working Patterns such as Flexi-time and Term-time working, and bring recommendations to the Board following proposal by Kieran Donaghy and seconding by Steven Cockcroft.

AP 3: SMT to further review proposed policies under Leave & Attendance and bring forward recommendations to the Board

c) Performance Management

After discussion the Committee agreed to recommend the Commission adopt the NICS Performance Management policy and current competency framework, subject to a minor additional staff action as part of the mid year review, as proposed by Steven Cockcroft and seconded by Kieran Donaghy.

AP 4: Recommendation to Board that CCNI adopt the NICS Performance Management policy and Competency Framework, subject to a minor addition.

The Committee indicated the Board should receive a high level recommendation to adopt the NICS policies under a) Health & Safety b) Leave & Attendance and c) Performance Management along with a summary highlighting any changes from the standard NICS policy to meet Commission business needs.

4. Staff Survey Results

The Committee discussed in depth various aspects of the results from the staff survey in late 2018 and comparative information from other regulators. It was noted a staff briefing and discussion session had been held recently at which the CEx had underlined the Commission's commitment to zero tolerance of staff harassment and the various means to raise concerns. The Committee recognised a range of follow up training provision ideas and developments in working practices to address low scores. The Committee expressed support for practical changes such as offering all staff the opportunity to attend Board and Committee meetings going forward. The CEx confirmed survey results would be discussed with the Trade Union shortly and feedback sought on areas of high staff turnover and staff expectations in particular around pay & rewards, communication, and change.

AP 5: SMT to take survey results forward with staff and develop an action plan.

AP 6: Arrangements to be implemented for staff to attend Board and Committee meetings going forward.

AP 7: CEx to discuss survey results with the Trade Union and seek feedback on areas of high staff turnover and expectations around pay & rewards, communication, and change.

5. Business plan 2019/20 – Staff Resource needs

The Head of Corporate Services provided an overview of the paper and the Committee discussed in depth taking forward the draft 2019/20 Business plan when approved by sponsor department. In particular this would involve staff time to recruit as well as significant training and mentoring to address new strategic priorities. This would be in addition to relocation and taking forward significant transformation work during 2019/20.

6. People Strategy Update

The Head of Corporate Services reminded the committee of the purpose of the people strategy and the Commission's commitment to using the Investors in People framework. Overall progress as set out in the update was noted and following discussion the Committee agreed to develop a new people strategy with staff input to support the 2019-22 Strategic Plan. It was also agreed to brief staff on overall progress on the previous strategy at the next staff briefing.

AP 8: SMT to liaise with staff to develop a new People Strategy

AP9: SMT to brief staff on overall progress on the previous strategy at the next staff briefing.

7. HR Dashboard

The Head of Corporate Services highlighted various details in the HR Dashboard. The Committee noted good progress to date and, following consideration of the staff survey results, it was agreed to update the dashboard to include staff turnover information.

AP 10: HR Dashboard to be amended.

8. HR Developments

Committee discussed various HR Developments.

9. HR-related Audit Recommendations

The Head of Corporate Services gave a brief overview of progress and plans to clear outstanding recommendations in the following quarter.

10. Training Evaluation Report 2017-18

The Head of Corporate Services introduced the evaluation report conclusions and outlined various training activities including arrangements for staff to identify training needs in the coming year.

11. AOB

No issues were reported.

12. Issues for next meeting – June 2019

Date of next meeting 17 June 2019, CCNI Offices, Lurgan

Meeting concluded at 3.40pm.

HR Committee

Register of Outstanding Action Points

Committee Meeting and Action Point	Date Raised	Agenda Item	Action	Owners	Status
27(1)	12/02/19	1	Minutes of 22 June 2018 meeting to be recommended to the Board for approval.	CEx	Underway
27(2)	12/02/19	3a	CCNI adopt the Department's H&S Policy for recommendation to the board.	HoCS	Underway
27(3)	12/02/19	3b	Alternative working patterns to be recommended to the Board	HoCS	Underway
27(4)	12/02/19	3c	CCNI to adopt the Performance Management NICS Framework, subject to minor changes.	HoCS	Underway
27(5)	12/02/19	4	Take survey results forward with staff and develop an action plan.	SMT	Underway
27(6)	12/02/19	4	Arrangements to be implemented for staff to attend Board and Committee meetings going forward.	CEx	Underway
27(7)	12/02/19	4	Discuss survey results with the Trade Union and seek feedback on areas of high staff turnover and expectations around pay & rewards, communication, and change.	CEx	Underway
27(8)	12/02/19	6	Liaise with staff to develop a new People Strategy	HCoS	Underway
27(9)	12/02/19	6	Brief staff on overall progress on the previous strategy at the quarterly staff	HCoS	Underway

			briefing in April.		
27(10)	12/02/19	7	HR Dashboard to be amended.	HCoS	Underway
25 (1)	07/03/18	9	Include health and safety indicators in the People Strategy Action Plan in future years.	HCoS	Underway
20 (7)	26/5/16	7	Staff Handbook review to be progressed with Trade Union input.	HCorpS	Underway