



**Minutes of Human Resource Committee
Meeting Number 15
on Tuesday 1 December 2015 at 09:30am in 257 Lough Road, Lurgan**

Present:

Brenda Maitland, Chair
Geraldine Donaghy, Commissioner
Steven Cockcroft, Legal Commissioner

In Attendance:

Frances McCandless, Chief Executive CCNI
Aubrey McCrory, Head of Corporate Services
Kathryn Jennett, CCNI Administration

Apologies

Peter Toner, DSD observer

The Chair welcomed Steven Cockcroft to the meeting and it was agreed to re-circulate a number of recent papers to him for information.

1. Minutes

The minutes of the meeting held on 10 September 2015 were considered and agreed, following proposal by Geraldine Donaghy and seconding by Brenda Maitland. The minutes will be published on the Commission's website following Board approval.

AP 1: Minutes of 10 September 2015 will be recommended to the Board for approval

2. Conflicts of Interest

The Chair reminded committee members of the Freedom of Information protocol and the need to declare any conflicts of interest prior to the meeting. No conflicts of interest were declared.

3. Draft People Strategy

The Head of Corporate Services introduced the paper to the Committee and highlighted the context to developing the strategy and the previous discussion on its style and content by the HR Committee. Following a broad discussion it was agreed to further focus on staff in terms of the key challenges and opportunities over the next three years, to reflect the staff value as the

organisation's people vision, and to update the results section accordingly. An action plan would be developed annually to tie in with business plans.

4. Discussion on future strategic role of the Committee

The Committee reviewed its makeup and its past focus on developing policies and procedures. It was agreed the focus going forward should be on the development of the Commission's culture and management capabilities. In terms of developing ownership of the People Strategy, the committee identified the opportunity for a Board meeting agenda having a HR focus during quarter three of each year. To support further focus on a strategic development agenda, it was agreed to develop an update on any HR developments as a standing item on each meeting agenda.

AP2: Request the Board has a meeting with specific focus on HR issues once a year.

AP3: Add an update on HR developments as a standing item for each meeting agenda.

5. Update on Voluntary Exit Scheme

The Head of Corporate Services briefed the Committee on the latest budget parameters from the Department, and noted the Commission would therefore have to submit a business case to the Department at this time. It was agreed any update on progress with the plan and budget parameters would be communicated to staff.

AP4: Brief staff on progress with the VES

6. Performance Management Policy

The Committee discussed the policy which reflected the flowchart that the Board agreed at its meeting in June 2015. A series of amendments were agreed to clarify the role of the Countersigning Officer, that competencies were also being assessed and that regular 1-1's were in support of performance monitoring.

7. Update on HR Connect On Boarding process

The Head of Corporate Services outlined the background and confirmed that a formal request has been submitted to the Shared Services team. This included a request to identify costs for specific Commission requirements ie timing of leave year and weekly working hours, which were different to NICS. It was agreed that once this information was available the Board would be briefed and asked to make a decision on potential changes to staff contract, if appropriate.

9. AOB

As the committee chair would not be present Geraldine Donaghy agreed to give a verbal update on the Committee's deliberations to the next Board meeting. It was agreed the Committee's Terms of Reference would be on the agenda for the February meeting along with further consideration of revised policies that were tabled at the September 2015 committee meeting.

Meeting concluded at 11:35am

Date of next meeting 17 February 2016.

**HR & R Committee
Register of Outstanding Action Points**

Action Point	Date Raised	Agenda Item	Action	Owners	Status
3	10/09/15	Amended HR Policies Batch 2 <i>Maternity Leave Policy</i>	Chief Executive will speak to the HR Specialist regarding the policy development	CEx /HCorpS	Complete
3	10/09/15	Amended HR Policies Batch 2 <i>Probationary Policy</i>	Chief Executive will speak to the HR Specialist regarding the policy development	CE X /HCorpS	Complete
3	10/09/15	Amended HR Policies Batch 2 <i>Working Hours & Leave Policy</i>	Chief Executive will speak to the HR Specialist regarding the policy development	CE X /HCorpS	Complete
1	1/12/15	Minutes	Minutes of 10 September 2015 will be recommended to the Board for approval	HCE	Complete
4	1/12/15	Discussion on future strategic role of the Committee	Request the Board has a meeting with specific focus on HR issues once a year	HCE	Underway
4	1/12/15	Discussion on future strategic role of the Committee	Develop an update on HR developments for each meeting agenda	HCE	Underway
5	1/12/15	Update on Voluntary Exit Scheme	Brief staff on progress with the VES	CEO	Underway