



**Minutes of Human Resource Committee
Meeting Number 32
Wednesday 1 December 2021 at 9.30am via video conference.**

Present:

Gerard McCurdy, Deputy Chief Commissioner
Kieran Donaghy, Commissioner
Hugh McKeag, Commissioner

In Attendance:

Frances McCandless, Chief Executive CCNI
Aubrey McCrory, Head of Corporate Services
Anne-Marie Watts, Administrative Officer
Ciara McCann, Administrative Officer (Observer)

Apologies

Representatives from DfC

The Chair opened the meeting and welcomed Ciara McCann. No conflicts of interest were declared.

1. Minutes

The minutes of the meeting held on 13 October 2021 and action list were considered. Updates on the action list were considered and a number of queries addressed. The CEx advised she had discussed staff attending Board and Committee meetings with the Chief Commissioner and the issue would be highlighted in December Board papers. The minutes were agreed as proposed by Hugh McKeag and seconded by Kieran Donaghy.

AP 1: Minutes of 13 October 2021 meeting to be recommended to the Board for approval.

2. People Strategy and Action Plan

The Head of Corporate Services outlined the main amendments and additions made to the draft strategy following discussion at the October committee meeting. Following a number of queries it was agreed assessing and developing organisational culture would form part of the next strategic planning process. The committee discussed how frequently the board agenda looks at strategic HR items and agree to raise this at the next board meeting. It was also agreed to suggest that the HR dashboard should be included as part of the corporate services update to each board meeting going forward. Overall the committee felt this was a good document and agreed to recommend the strategy and action plan, subject to minor amendment, to the Board as proposed by Kieran Donaghy and seconded by Hugh McKeag.

AP 2: Chair to raise how frequently the Board agenda looks at strategic HR items

AP 3: Finalised strategy and action plan to be recommended to Board.

AP 4: Staff briefing on the strategy following Board approval

3. HR Policy development Staff Handbook

The Chair noted the summary paper and briefing on the three areas of HR policy development.

a-d) Hybrid Working Policy

The Head of Corporate Services introduced the proposed Hybrid working policy, which was based on the Northern Ireland Civil Service (NICS) approach. The committee agreed that the general consensus is that hybrid approaches are going to be better for service delivery and staff wellbeing, although they noted for a small organisation there were risks in adopting the NICS approach as it was a much larger organisation. Several queries were addressed relating to insurance, coverage of working hours and criteria for evaluating the piloting phase. The draft policy and related guidance were agreed for recommendation to the board, subject to minor amendment, as proposed by Hugh McKeag and seconded by Kieran Donaghy

AP 5: Hybrid Working policy and guidance to be recommended to the Board.

e) Absence Management Policy

The Head of Corporate Services introduced the draft absence management policy based on the NICS approach. The committee discussed the role of trigger points and interventions. It was agreed to recommend the policy to the Board, subject to amendment, as proposed by Kieran Donaghy and seconded by Hugh McKeag.

AP 6: Amended absence management policy to be recommended to the Board.

f) Statement Approach

The committee discussed taking a 'statement approach' to HR policies that are administered through NICS shared services. This would involve adopting a statement to confirm that the Commission will simply follow the NICS policy, as part of the staff handbook, where the Commission has no leeway in amending a policy. Following a number of queries, the committee agreed to recommend this approach to the board, in relation to the eight policies identified in the summary paper, as proposed by Kieran Donaghy and seconded by Hugh McKeag.

AP 7: Statement approach to administered HR policies to be recommended to the Board.

4. HR Dashboard

The committee welcomed the update on the progress being made in key measures since the last meeting.

5. Review of Shared Services Arrangements

The report was noted and overall conclusion accepted by the committee.

6. HR Related Audit Recommendations

The committee noted the update.

7. Pulse Survey Q2 2021/22

The committee welcomed the very positive feedback.

AP 8: Pulse survey results report to be provided to Board for information

8. 2020/21 Performance Appraisals Report

CEx provided a verbal update.

9 Trade Union Relations Update

The Committee noted the range of ongoing contact with local representatives as part of the development policy process. The CEx noted the normal quarterly JNCC meetings had not taken place as frequently as planned.

AP 9: Quarterly JNCC meeting to be scheduled.

10 HR Developments

The CEx gave a verbal update and the committee noted the Policy & Research Officer position had been filled, and agency temp resources secured for the Registration Pilot. The committee noted the current budget position for 2022/23 and possible impact of year end uncertainty on current agency staff.

11. AOB

The committee noted potential for in person meetings in Quarter 4, depending on pandemic restrictions.

12. Issues for next meeting

Items identified include annual plan for committee business, staff plan and verbal update on the implementation of hybrid working policy.

Meeting concluded at 11.20am

Date of next meeting 22 February 2022

HR Committee

Register of Outstanding Action Points

Committee Meeting and Action Point	Date Raised	Agenda Item	Action	Owners	Status
32 (1)	01/12/2021	1	Minutes of 13 October 2021 meeting to be recommended to the Board for approval.	HCorpS	Completed
32 (2)	01/12/2021	2	Chair to raise how frequently the Board agenda looks at strategic HR items	Chair	Underway
32 (3)	01/12/2021	2	Finalised strategy and action plan to be recommended to Board.	HCorpS	Completed
32 (4)	01/12/2021	2	Staff briefing on the strategy following Board approval	HCorpS	Underway
32 (5)	01/12/2021	3a-d	Hybrid Working policy and guidance to be recommended to the Board.	HCorpS	Completed
32 (6)	01/12/2021	3e	Amended absence management policy to be recommended to the Board.	HCorpS	Completed
32 (7)	01/12/2021	3f	Statement approach to administered HR policies to be recommended to the Board.	HCorpS	Completed
32 (8)	01/12/2021	7	Pulse survey results report to be provided to Board for information	HCorpS	Completed
32 (9)	01/12/2021	9	Quarterly JNCC meeting to be scheduled	HCorpS	Underway
31(5)	13/10/2021	3	Staff to review wider approaches to safeguarding policy.	HCorpS	Underway

30(9)	25/08/2021	4	Further assurances on CO ₂ monitoring to be sought.	HCorpS	Underway
27(3)	12/02/19	3b	Alternative working patterns to be recommended to the Board	HCorpS	Completed
27(6)	12/02/19	4	Arrangements to be implemented for staff to attend Board and Committee meetings going forward.	CEx	Completed