



**Minutes of Human Resource Committee
Meeting Number 33
Tuesday 22 February 2022 at 1.50pm 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

Apologies

Representatives from DfC

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

1. Minutes

The minutes of the meeting held on 1 December 2021 were discussed and an update was given on a range of actions. The Committee discussed air monitoring arrangements for the office and agreed, as facilities had been requested to progress this, the action was closed. The minutes were agreed as proposed by Hugh McKeag and seconded by Kieran Donaghy.

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

2a. HR Policy development

The Head of Corporate Services provided a general update on HR Policy development. Following a number of queries on recognising operational policies administered through HR Connect it was agreed to produce a table with more detail for the next meeting.

AP 2: Table of operational policies administered through HR Connect to be produced for next meeting.

2b. Staff Handbook Section 6 - Employee Relations Code of Conduct

The Committee were briefed on a series of recent changes to the Northern Ireland Civil Service (NICS) Staff Code of Conduct, which the Commission had previously aligned with. Following discussion it was agreed to update the existing policy, subject to minor amendment, as proposed by Kieran Donaghy and seconded by Hugh McKeag

AP 3: Amended Staff Code of Conduct to be recommended to the Board for approval and a staff briefing to be provided following Board approval.

AP4: Committee Chair to raise with Chief Commissioner appointing a Concerns about the Commission champion.

2c. Section 7 Referrals & Interventions – Reasonable Adjustments Policy

The Head of Corporate Services introduced the proposed Referrals & Interventions of the Reasonable Adjustments Policy which was modelled on the NICS approach. It was noted this policy is administered through HR Connect and is intended to form part of normal line management support and discussion of issues which ordinarily should be raised by staff before the self-referral procedure is used. The Committee agreed to recommend adopting the approach, subject to minor amendment, as proposed by Kieran Donaghy and seconded by Hugh McKeag.

AP 5 – Referrals & Interventions – Reasonable Adjustments Policy to be recommended to Board and a staff briefing to be provided following Board approval.

3. HR Dashboard

The Committee discussed a number of the performance figures and noted that new indicators would be added in the new business year. The committee commended the staff sickness figures in the pandemic circumstances.

4. Trade Union Relations Update

The update was noted by the committee.

Anne-Marie Watts left the meeting at 3pm.

5. HR Developments

The committee discussed the 2022/23 budget and staffing, noting there is no clarity on sponsor department's overall budget position at this time, but it is hoped that an initial indication may be provided in March.

6. AOB

None.

7. Issues for next meeting

Items identified include annual plan for committee business, staff plan, HR strategy 2022/23 key components and verbal update on the implementation of hybrid working policy.

Meeting concluded at 3.20pm

Date of next meeting 15 June 2022

HR Committee

Register of Outstanding Action Points

Committee Meeting and Action Point	Date Raised	Agenda Item	Action	Owners	Status
33 (1)	22/02/22	1	Minutes of 1 December 2021 meeting to be recommended to the Board for approval.	HCorpS	Completed
33 (2)	22/02/22	2a	Table of operational policies administered through HR Connect to be produced for next meeting.	HCorpS	Completed
33(3)	22/02/22	2b	Amended Staff Code of Conduct to be recommended to the Board for approval and a staff briefing to be provided following Board approval.	HCorpS	Completed
33 (4)	22/02/22	2b	Committee Chair to raise with Chief Commissioner appointing a Concerns about the Commission champion.	Chair	Completed
33 (5)	22/02/22	2c	Referrals & Interventions – Reasonable Adjustments Policy to be recommended to Board and a staff briefing to be provided following Board approval.	HCorpS	Completed
32 (2)	01/12/2021	2	Chair to raise how frequently the Board agenda looks at strategic HR items	Chair	Completed
32 (4)	01/12/2021	2	Staff briefing on the strategy following Board approval	HCorpS	Completed

32 (9)	01/12/2021	9	Quarterly JNCC meeting to be scheduled	HCorpS	Completed
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	Completed