



**Minutes of Human Resource Committee
Meeting Number 38
Wednesday 14 June 2023 at 9.30am via video conference.**

Present:

Gerard McCurdy, Commissioner (Chair)
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

None

The Chair opened the meeting at 9.45am. No conflicts of interest were declared.

1. Minutes of meeting No. 37, 15 February 2023

The minutes of the committee meeting held on 15 February 2023 were discussed and the action list was reviewed and an update provided on actions to finalise the staff handbook on the intranet, with remaining aspects of the employee relations section to be brought to the committee meeting October 2023. The minutes were agreed as proposed by Hugh McKeag and seconded by Kieran Donaghy.

AP 1: Minutes of 15 February 2023 meeting to be recommended to the Board for publication.

2. Review of HR Committee Terms of Reference

The committee discussed the review of the HR Committee Terms of Reference and the proposed changes were agreed for recommendation to the Board as proposed by Kieran Donaghy and seconded by Hugh McKeag.

AP 2: Updated HR Committee terms of reference for recommendation to the Board for approval.

3. HR Policy development

Staff handbook Section 9 - Travel & Subsistence - Mileage & Expenses

The committee discussed the Travel and Subsistence policy. This has been updated to reflect the change in the Northern Ireland Civil Service (NICS) approach. The policy was agreed for recommendation to the Board, as proposed by Hugh McKeag and seconded by Kieran Donaghy.

AP 3: Updated Travel & Subsistence Policy to be recommended to the Board for approval.

4. People Strategy 2023-24

Following discussion of the options, it was agreed to pursue option one at this time and develop a paper based on option three for the period 2023-26, which will be brought to the committee in October 2023 and to the Board in November 2023 as proposed by Hugh McKeag and seconded by Kieran Donaghy.

AP 4: Board to be verbally updated on HR Committee's approach to develop a people strategy for 2023-26.

5. Staffing Plan 2023-24

The committee discussed the staffing plan and noted the uncertainty around the budget position. Concerns were expressed regarding delivery of Independent Review Recommendations and the need to continue providing statutory regulatory services.

AP 5: Board budget paper to include comparative information on KPIs and resourcing in current and previous years.

6. Training Evaluation Report 2022-23

The committee noted the training evaluation report and discussed staff skills training. The CEx confirmed a training plan will be provided to the committee in October as part of the People Strategy.

7. HR Dashboard

The Committee noted the range of information presented and improvements in reporting relating to the performance management reviews and sickness absence. The committee agreed to add a question to the next staff survey regarding perceived benefits of the performance management system, with some additional results of the last survey to be provided as indicators in the next dashboard.

AP 6: Add question about views on performance management to the next staff survey.

AP 7: Add previous staff survey results regarding health and well-being to dashboard.

8. HR-Related Audit Recommendations

The Head of Corporate Services provided an overview of the HR-Related Audit recommendations which the committee discussed.

9. Trade Union Relations Update

A verbal update was provided regarding pensions and details of the recent Joint Negotiating and Consultation Committee meeting were noted.

10. HR Developments

The Committee noted a range of issues.

11. AOB

None.

12. Issues for next meeting

Items identified to include Performance appraisal scores report, Progress against Staff survey action plan, Review of People Plan, HR Needs for next business plan, Staff health and wellbeing update and People Strategy.

Meeting concluded at 10.35am

Date of next meeting 11 October 2023

HR Committee

Register of Outstanding Action Points

| Committee Meeting and Action Point | Date Raised | Agenda Item | Action | Owners | Status |
|-------------------------------------------|--------------------|--------------------|----------------------------------------------------------------------------------------------------------------------|---------------|---------------|
| 38(1) | 14/06/23 | 1 | Minutes of 15 February 23 meeting to be recommended to the Board for approval. | HCorpS | Complete |
| 38(2) | 14/06/23 | 2 | Updated HR Committee terms of reference for recommendation to the Board for approval. | HCorpS | Underway |
| 38(3) | 14/06/23 | 3 | Updated Travel & Subsistence Policy to be recommended to the Board for approval. | HCorpS | Complete |
| 38(4) | 14/06/23 | 4 | Board to be verbally updated on HR Committee's approach to develop a people strategy for 2023-26. | HCorpS | Complete |
| 38(5) | 14/06/23 | 5 | Board budget paper to include comparative information on KPIs and resourcing in current and previous years. | HCorpS | Complete |
| 38(6) | 14/06/23 | 7 | Add question about views on performance management to the next staff survey. | HCorpS | Underway |
| 38(7) | 14/06/23 | 7 | Add previous staff survey results regarding health and well-being. | HCorpS | Underway |
| 34 (2) | 15/06/22 | 2 | Formal Launch and demo of updated staff handbook on intranet to be arranged. | 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 |