The Charity Commission for Northern Ireland

**Minutes of Human Resource Committee
Meeting Number 26
Friday 22 June 2018 at 10.00am 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
Chris McCotter, DfC Observer
David McGurk, CCNI Finance & Admin Officer

Apologies
Peter Toner, DfC Observer

The Chair opened the meeting and welcomed everyone.

1. Minutes
The minutes of the meeting held on 7 March 2018 were considered and were agreed, as proposed by Kieran Donaghy and seconded by Steven Cockcroft. The minutes will be published on the Commission's website following Board approval.

AP 1: Minutes of 7 March 2018 meeting to be recommended to the Board for approval.

2. Conflicts of Interest
The Chair reminded committee members of the need to declare any conflicts of interest prior to the meeting. No conflicts of interest were declared at the outset.

3. Staff Handbook Update -Prioritisation of HR policies for development
The Head of Corporate Services introduced the paper and the Committee discussed priorities and time scales outlined in Appendix 1 & 2. It was agreed that details of the current staff hand book will be forwarded to Kieran Donaghy. Following discussion it was agreed to propose to the board that the HR policy development agenda be based on the prioritisation in Appendix 2, and that the board briefing paper set out the various tranches related to anticipated HR committee meetings. The committee noted committee plans to develop the handbook were dependent on resources being available, and the need to ensure important projects such as Transformation and relocation could impede what the Committee intend to do. It was agreed to ask Audit & Risk Assurance committee to monitor assurances for data processing by Enterprise Shared Services and in particular 3rd party providers working on HR Connect. The Head of Corporate

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Services Committee agreed that new HR policies would be highlighted to staff at quarterly briefings.

AP 2: Details of the current staff hand book will be forwarded to Kieran Donaghy
AP 3: HR Policies to be developed and recommended to Board as per Appendix 2.
AP 4: Audit & Risk Assurance committee to monitor assurance of data processing by Enterprise Shared Services for those working on HR Connect

4. Review of Health & Safety issues covered by legislation
The Head of Corporate Services gave a brief overview of the paper and following an in-depth discussion it was agreed that a H&S Policy statement would be developed for recommendation to the board. Sponsor Branch agreed to check if ALB's are required to formally adopt the Departments mandated H&S policy arrangements.

AP5: Sponsor Branch to check if ALB's are required to formally adopt the Department's mandated H&S policy Arrangements.

AP 6: Head of Corporate Services to develop a CCNI H&S Policy statement for the next Committee meeting.

5. Staff plan 2018/19
The CEX provided an overview of the paper and after discussion the Committee agreed that the staffing requirements would be looked at further on in the year.

6. HR Dashboard
The Head of Corporate Services outlined details of the People Strategy monitoring and relevant key HR performance measures. The committee noted good progress to date and, following discussion of the indicators, it was agreed to update the dashboard to show year on year trends and . to take out assurance checks

AP 7: HR Dashboard to be updated.

Steven Cockcroft left the meeting at 11.50am after notifying the chair.

7. HR Developments
The CEX updated the Committee on an ongoing HR matter.

8. Potential Relocation
The Committee was provided with an update on the potential relocation and discussed the ongoing issue and risks of further staff turnover.

9. HR-related Audit Recommendations
The Head of Corporate Services gave a brief overview of the paper and following discussion, the Committee agreed to return outstanding Training Needs forms.

AP 8: HR Committee to return their Training Needs forms.

10. AOB
No issues were reported.

11. Issues for next meeting – 10 October 2018
It was agreed that issues to be discussed at next meeting are
- Health & Safety Policy statement
- HR needs for Business/Strategic Plan
- Report on Staff Appraisals
- Annual Agenda Schedule
- Staff survey report

AP 9: Papers from last Board meeting to be sent to Kieran Donaghy.

Meeting concluded at 12:10pm.

Date of next meeting: 10 October 2018 at Loughview

HR Committee
Register of Outstanding Action Points

Committee Meeting and Action Point	Date Raised	Agenda Item	Action	Owners	Status
26(1)	22/06/18	1	Minutes of 7 March 2018 meeting to be recommended to the Board for approval.	CEX	Underway
26(2)	22/06/18	3	Details of the current staff hand book will be forwarded to Kieran Donaghy	CEX	Underway
26(3)	22/06/18	3	HR Policies to be developed and recommended to Board as per Appendix 2.	A&R Committee	Underway
26(4)	22/06/18	3	Audit & Risk Assurance committee to monitor assurance of data processing by Enterprise Shared Services for those working on HR Connect	Committee	Underway
26(5)	22/06/18	4	Sponsor Branch to check if ALB's are required to formally adopt the Department's mandated H&S policy Arrangements.	HCoS	Underway
26(6)	22/06/18	4	Head of Corporate Services to develop a CCNI H&S Policy statement for the next Committee meeting.	HCoS	Underway
26(7)	22/06/18	6	HR Dashboard to be updated.	HCoS	Underway
26(8)	22/06/18	9	HR Committee to return their Training Needs forms.	Committee	Underway

26(9)	22/06/18	11	Papers from last Board meeting to be sent to Kieran Donaghy.	Committee	Underway
25 (1)	07/03/18	3	Develop list of health & safety issues covered by key legislation and where these are covered in the NICS handbook.	HCoS	Underway
25 (1)	07/03/18	3	Review list of prioritised policies for development at next meeting.	HCoS	Underway
25 (1)	07/03/18	6	HR Dashboard to be revised to include additional indicator information.	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