



**Minutes of Human Resource Committee
Meeting Number 37
Wednesday 15 February 2023 at 9.30am via video conference.**

Present:

Gerard McCurdy, Acting Chief Commissioner (Chair)
Kieran Donaghy, Commissioner
Hugh McKeag, Commissioner

In Attendance:

Frances McCandless, Chief Executive
Aubrey McCrory, Head of Corporate Services
Anne-Marie Watts, Administrative Officer

The Chair opened the meeting at 9.30am. No conflicts of interest were declared.

1. Minutes of meeting No. 36, 7 December 2022

The minutes of the committee meeting held on 7 December 2022 were discussed, and the action list was reviewed and updated. The minutes were agreed as proposed by Kieran Donaghy and seconded by Hugh McKeag.

AP 1: Minutes of 7 December 2022 meeting to be recommended to the Board for approval.

2. Review of Conflicts of Interests Policy

The Chief Executive introduced the Review of Conflicts of Interest Policy and proposed updates. The committee discussed the work undertaken and a number of queries were addressed. The updated policy was agreed for recommendation to the Board, subject to minor amendment, as proposed by Hugh McKeag and seconded by Kieran Donaghy

AP 2: Revised Conflicts of Interests Policy to be recommended to the Board.

3. Review of Hybrid Working Policy

The update on the latest hybrid working staff survey, was discussed and the committee welcomed the positive results, with plans for further staff engagement at the end of the month. The committee agreed to recommend to the Board the pilot be extended for a further 6 months as proposed by Kieran Donaghy and seconded by Hugh McKeag.

AP 3: Update on Hybrid working policy to be presented to the Board.

4. Draft People Plan 2023/24

The Head of Corporate Services outlined the Draft People Plan paper and the key overall budget considerations. The committee discussed a number of concerns

regarding potential resourcing needs if the Independent Review of Charity Regulation is to be delivered. The Committee recognised the HR challenges in taking forward the organisational response.

AP 4: March Board Strategic Plan cover paper to include summary of budget and scale of service delivery.

5. People Strategy & Action Plan – deep dive pillar 1

The Head of Corporate Services outlined a range of feedback from staff engagement and the committee were supportive of the various suggestions. It was agreed to restart staff observing Board meetings, develop an organisational coaching approach and provide a means for managers to assess and get feedback on their management style.

AP 5: Follow-up staff and management development ideas.

6. Update on IA 2nd assignment HR

The Head of Corporate Services highlighted the areas to be covered. The committee discussed the organisational approach to compliance auditing and noted that a new audit strategy is about to be developed and that staff will attempt to get as much evaluative advice as possible from the new audit process.

7. HR Dashboard

The Committee reviewed the HR Dashboard and a number of queries regarding sickness absence and return to work interviews were discussed.

8. Trade Union Relations Update

An update was given on the Joint Negotiation and Consultation Committee meeting that took place on 6 February 2023 and the potential plan of Industrial action.

9. HR-Related Audit Recommendations

None to report.

10. HR Developments

The Chief Executive gave an update on the planned organisational culture session and progress on a HR related business case.

11. AOB

None.

12. Issues for next meeting – 14 June 2023

People Strategy 2023/24

Staffing Plan 2023/24

IA 2nd Assignment Report HR Issues & Recommendations

Training Evaluation Report 2022/23

Handbook development - Update and policies

Meeting concluded at 11.30am. Date of next meeting 14 June 2023.

HR Committee

Register of Outstanding Action Points

Committee Meeting and Action Point	Date Raised	Agenda Item	Action	Owners	Status
37(1)	15/02/23	1	Minutes of 7 December 22 meeting to be recommended to the Board for approval.	HCorpS	Complete
37(2)	15/02/23	2	Revised Conflicts of Interests Policy to be recommended to the Board.	HCorpS	Complete
37(3)	15/02/23	3	Update on Hybrid working policy to be presented to the Board.	HCorpS	Complete
37(4)	15/02/23	4	March Board Strategic Plan cover paper to include summary of budget and scale of service delivery.	HCorpS	Complete
37(5)	15/02/23	5	Follow-up staff and management development ideas.	HCorpS	Complete
36(3)	07/12/22	4	Q2 23/24 HR dashboard to include annual appraisal outcomes.	HCorpS	Complete
36(4)	07/12/22	5	Consideration to be given to additional dashboard indicators.	HCorpS	Complete
34 (2)	15/06/22	2	Formal Launch and demo of updated staff handbook on intranet to be arranged.	HCorpS	Underway
34(7)	15/06/22	3	Staff engagement session to develop a specific action plan and take forward recommendations as part of delivering strategy.	HCorpS	Complete
34(8)	15/06/22	4	Training plan to be developed for Commissioners around new Northern Ireland Audit Office (NIAO) governance guidance.	HCorpS	Underway