



**Minutes of Human Resource Committee
Meeting Number 40
Monday 11 December 2023 at 12.00pm via video conference.**

Present:

Kieran Donaghy, Charity Commissioner (Chair)
Gerard McCurdy, Chief Commissioner
Patricia Kelly, Legal Commissioner

In Attendance:

Frances McCandless, Chief Executive
Aubrey McCrory, Head of Corporate Services
Anne-Marie Watts, Administrative Officer (minutes)
Valarie McCloskey, DfC Voluntary and Community Division (observer)

Apologies

None

The Chair opened the meeting at 12.00pm.

Kieran Donaghy welcomed everyone to the meeting.

1. Minutes of meeting No. 39, 20 October 2023

The minutes of the Committee meeting No.39 held on 20 October 2023 were previously agreed by correspondence. An update was given on outstanding action items. Minutes No. 39 to be recommended to the Board for publication as proposed by Gerard McCurdy and seconded by Patricia Kelly.

AP 1: Minutes of 20 October 2023 meeting and updated actions to be recommended to the Board for publication.

2. Conflicts of Interest

The Chair reminded all present of need to make a declaration at each meeting and to ensure new or changes to existing conflicts during the year were notified to the Finance & Admin team in timely manner so the published register was kept up to date. No conflicts of interest were declared.

3. Review of Hybrid working policy.

The Chair noted following the last committee meeting the draft policy had been reviewed by the Head of Corporate Services against the current overall Northern Ireland Civil Service's (NICS) hybrid working policy. Valerie McCloskey advised sponsor department was reviewing its operational approach to hybrid working. Following discussion, it was agreed to recommend the policy, subject to a review date of 6 months. This is to take into account any changes required to the

policy in the light of on- going practice, legal or administrative. Proposed by Gerard McCurdy and seconded by Patricia Kelly.

AP 2: Amended draft hybrid working policy to be recommended to the Board for adoption.

4. Safeguarding Policy

The Chair noted since the last committee meeting the Board had agreed arrangements for staff to make disclosures to safeguarding bodies when responding to high-risk safeguarding issues and that the Head of Corporate Services and Patricia Kelly had met to discuss finalising the review of the safeguarding policy. Following further discussion of the approach to legal privilege and arrangements to share information with sponsor department it was agreed to consider the policy again at the next meeting.

AP 3: Head of Corporate Services and Patricia Kelly to further discuss finalising the review of the safeguarding policy.

5. People Strategy 2023-26

The committee discussed the Board agreed strategy and noted verbal update on actions to be progressed in quarter 4 2023/24. It was agreed to update the strategy to reflect how it supported delivery of the strategic plan once this is approved by sponsor department.

AP 4: People strategy 2023-26 to be revised to include reference to supporting strategic plan delivery once this is approved by sponsor team.

6. Accommodation

The committee noted the Board agreed future accommodation needs specification was shared with sponsor team, who have set up a relocation project which is being managed by the acting head of property services as part of a review of several other Arms-Length Bodies accommodation needs.

AP 5: Update committee on relocation project at next meeting.

7. HR Dashboard

The committee noted progress on performance management related measures and updating of sickness absence results. The Committee agreed that while the dashboard should reflect the strategic priorities it was also crucial to include operational indicators. Such indicators would reflect on the health of the Commission. It was considered appropriate that there should be no more than 6/7 key indicators. The Head of Corporate Services agreed to review the current dashboard with the aim of developing of a suite of indicators by the next meeting.

8. HR-Related Audit Recommendations

The Committee noted the outcome of the first 2023/24 Internal Audit Assignment was a satisfactory assurance, with one category three recommendation related to HR. Actions to clear the 2022/23 performance management recommendation were completed.

9. Trade Union Update

Chief Executive outlined details of the recent Joint Negotiation and Consultation Committee meeting. HR committee members discussed the lack of assurance the organisation could give staff on future accommodation and recognised this was obviously a concern for staff.

10. HR Developments

The committee noted use of an agency to support external recruitment had not been successful. Management discussions with Occupational Health about access to services and an update on long term absence management was provided. It was confirmed no further strike action had been notified this side of Christmas. The committee welcomed plans to reconfigure browser settings to access intranet.

AP 6: Browser home settings to be reconfigured to default intranet.

11. AOB

None.

Issues for next meeting

Items identified included review staff survey results & action plan, review of shared services arrangements and HR needs for next business plan.

Meeting concluded at 1.10pm

Date of next meeting TBC

**HR Committee
Register of Outstanding Action Points**

Committee Meeting and Action Point	Date Raised	Agenda Item	Action	Owners	Status
40(1)	11/12/23	1	Minutes of 20 October 23 meeting to be recommended to the Board for publication.	HCorpS	Underway
40(2)	11/12/23	3	Amended draft hybrid working policy to be recommended to the Board for adoption.	HCorpS	Underway
40(3)	11/12/23	4	Head of Corporate Services and Patricia Kelly to further discuss finalising the review of the safeguarding policy.	HCorpS	Underway
40(4)	11/12/23	5	People strategy 2023-26 to be revised to include reference to supporting strategic plan delivery once this is approved by sponsor team.	HCorpS	Underway
40(5)	11/12/23	6	Update committee on relocation project at next meeting.	HCorpS	Underway
40(6)	11/12/23	10	Browser home settings to be reconfigured to default intranet.	HCorpS	Underway
38(6)	14/06/23	7	Add question about views on performance management to the next staff survey.	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