



**Minutes of Human Resource Committee
Meeting Number 36
Wednesday 7 December 2022 at 9.30am via video conference.**

Present:

Gerard McGurdy, Deputy Chief Commissioner (Chair)
Kieran Donaghy, Commissioner

In Attendance:

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

Apologies

Hugh McKeag, Commissioner
Representatives from DfC

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

1. Minutes of meeting No. 35, 12 October 2022

The minutes of the committee meeting held on 12 October 2022 were discussed and the action list was reviewed and updated. It was agreed to suspend further consideration of actions 35 (3) and 34 (9) pending a potential scheme of delegation. The minutes were agreed as proposed by Gerard McGurdy and seconded by Kieran Donaghy.

AP 1: Minutes of 12 October 2022 meeting to be recommended to the Board for approval.

2. People Strategy action plan update

The committee discussed the action plan and a number of queries were addressed. Further steps to enhance the plan were noted.

AP 2: Monthly staff briefings to include discussion of people strategy pillars going forward.

3. Review of hybrid working policy staff survey results

The update on the hybrid working policy was discussed and positive survey results were welcomed. Plans to discuss results and comments with staff to develop actions were noted.

4. 2021/22 Performance Appraisals Report

The Committee noted the 2021/22 Performance Appraisals Report. It was agreed going forward information on outcomes would be included in the Q2 HR dashboard.

AP 3: Q2 2023/24 HR dashboard to include annual appraisal outcomes.

5. HR Dashboard

The committee discussed the HR Dashboard and noted the overall position was very positive. In terms of sickness absence the issue of OHS service performance was noted. It was agreed to consider developing more Health & Safety related indicators and a sickness absence management related risk to be raised with A&RA committee.

AP 4: Consideration to be given to additional dashboard indicators.

AP 5: Sickness absence management risk to be raised with Audit and Risk Assurance committee

6. Trade Union Relations Update

A verbal update was given including Trade Union input to development of Safeguarding policy and discussions planned regarding proposed changes to a job description.

7. HR-Related Audit Recommendations

Committee noted all existing HR related recommendations have been cleared and the second assignment in 2022/23 included performance management and Staff/Board training development plans.

Anne- Marie Watts left the meeting at 10.20am

8. HR Developments

CEx gave a brief update on a HR related business case and current recruitments. Confidential legal advice was discussed.

9. AOB

None.

10. Issues for next meeting

Review Terms of Reference.

Meeting concluded at 10.30am. Date of next meeting 15 February 2023.

HR Committee

Register of Outstanding Action Points

Committee Meeting and Action Point	Date Raised	Agenda Item	Action	Owners	Status
36(1)	07/12/22	1	Minutes of 12 October 22 meeting to be recommended to the Board for approval.	HCorpS	Complete
36(2)	07/12/22	2	Monthly staff briefings to include discussion of strategy pillars going forward.	HCorpS	Complete
36(3)	07/12/22	4	Q2 23/24 HR dashboard to include annual appraisal outcomes.	HCorpS	Underway
36(4)	07/12/22	5	Consideration to be given to additional dashboard indicators.	HCorpS	Underway
36(5)	07/12/22	5	Sickness absence management risk to be raised with Audit and Risk Assurance committee	HCorpS	Complete
35(4)	12/10/22	2	Bring the 6-month review of the Hybrid policy to the committee.	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