



**Minutes of Human Resource Committee
Meeting Number 42
Monday 21 October 2024 at 9.30am via video conference.**

Present:

Kieran Donaghy, Charity Commissioner (Chair)
Patricia Kelly, Legal Commissioner

In Attendance:

Frances McCandless, Chief Executive
Aubrey McCrory, Head of Corporate Services
Anne-Marie Watts, Administrative Officer (minutes)
Mark Lee (DfC) - Observer

Apologies

None

The Chair opened the meeting at 9.30 am

Kieran Donaghy welcomed everyone to the meeting.

1. Minutes of meeting No. 41, 12 February 2024

The minutes of the Committee meeting No.41 held on 12 February 2024 were previously agreed by correspondence and approved for publication at the Board meeting in March 2024. Head of Corporate Services gave an update on actions completed.

AP 1: Check staff survey results are available on decision time.

2. Conflicts of Interest

No conflicts of interest were declared.

3. Review of Hybrid working policy.

Head of Corporate Services introduced the paper and the committee welcomed the results and feedback from the pulse staff survey, which they indicated the Commission's approach is working well. The Committee discussed some minor details for line managers to progress including checking staff work schedules. It was agreed to advise the Board the HR committee were not recommending any changes at this time following the review to the as proposed by Patricia Kelly and seconded by Kieran Donaghy. It was noted the policy would be reviewed again following accommodation move and further thinking on how to demonstrate the benefits of hybrid including additional questions for future staff surveys.

AP 2: Questions to be added to the next staff survey regarding role of hybrid in recruitment and potential impacts if withdrawn.

4. Succession Planning

Chief Executive outlined the context to the plan and explained the approach being proposed including the risk assessment of posts within the organisational structure. Committee members identified potential to expand the plan to include use of external recruitment support for all SMT posts, reflect other HRM professional guidance and consider how the plan was communicated to the Board and Staff. Development of self-directed personal career plans was highlighted as a future training support. It was agreed to reformat the draft plan to highlight various proposed actions and that proposed approach to capturing knowledge set out relied on the existing supervision/appraisal approach.

AP 3: CEx to update plan and provide to Board for decision.

5. Staff resourcing & 2025/26 business planning

The Head of Corporate Services and Chief Executive presented the paper which provided an initial assessment to aid business planning. The current year budget situation was noted, and several resourcing scenarios were discussed in detail. The committee recognised the focus on regulatory functions was strained and asked that this risk was reflected in the risk register and business plan considerations. It was agreed to include the assessment and three scenarios in the 2025/26 draft business plan cover paper to the November Board.

AP 4: to include the assessment and scenarios in the 2025/26 draft business plan cover paper to the November Board.

6. People Strategy update

Head of Corporate Services introduced the paper and outlined progress on a range of actions and the outcome of the staff planning day big conversation. The Committee took a deep dive into training activities, noting plans to expand the amount of staff training. Committee discussed Commissioner training focus and follow through, noting the role of sponsor department in appointing Board members. Agreed this paper was to be provided to all Commissioners. Committee were content this provided good communication between staff and the Board.

AP 5: paper to be circulated to board members.

7. HR Dashboard

Head of Corporate Services introduced the HR Dashboard. Committee members discussed data and assessments and agreed to a further report every six months with next report due in June 2025. This is to allow for finalisation of staff survey results and year end business results. In meantime the operational dashboard would come to the next meeting.

AP 6: updated organisational HR dashboard to June meeting.

8. Training Evaluation Report 2023/24

Head of Corporate Services introduced the paper. The committee discussed the good levels of satisfaction with training delivered.

9. HR-Related Audit Recommendations

The Committee noted all existing recommendations were cleared by Internal Audit and noted payroll would be included in the second assignment this year. A potential issue for future years was noted around administration of ill health retirement.

10. Accommodation Update

Chief Executive provided an update and answered a number of queries. It was noted sponsor department were continuing to identify and assess options and had arranged a potential extension of the existing lease to the end of 2025.

11. Trade Union Relations Update

The committee noted the update.

Staff left the meeting at 11.05

12. HR Developments

The Committee met in camera to discuss staffing developments.

13. AOB

None

14. Issues for next meeting

Items identified included HR handbook – Flexible working, People strategy update. Review Shared Services arrangements, Accommodation Update.

Meeting concluded at 11.15 am

Date of next meeting Monday 17 February 2024 at Marlborough House.

**HR Committee
Register of Outstanding Action Points**

Committee Meeting and Action Point	Date Raised	Agenda Item	Action	Owners	Status
42(1)	21/10/24	1	Minutes of 21 October 2024 meeting to be agreed by correspondence, Check staff survey results are available on decision time and recommended to the Board for publication.	HCorpS	Complete
42(2)	21/10/24	3	Questions to be added to the next staff survey regarding role of hybrid in recruitment and potential impacts if withdrawn.	HCorpS	Underway
42(3)	21/10/24	4	CEx to update plan and provide to Board for decision.	CEx	Complete
42(4)	21/10/24	5	To include the assessment and scenarios in the 2025/26 draft business plan cover paper to the November Board.	HCorpS	Complete
42(5)	21/10/24	6	Paper to be circulated to board members.	HCorpS	Complete
42(6)	21/10/24	7	Updated organisational HR dashboard to June meeting.	HCorpS	Underway
41(5)	12/02/24	5	Survey action plan to be included in June HR committee meeting.	HCorpS	Complete
41(6)	12/02/24	6	Update people strategy appendix 1 with actions progressed.	HCorpS	Complete

41(7)	12/02/24	6	Succession planning to be included in next committee agenda.	HCorpS	Complete
41(8)	12/02/24	6	Feedback on Commissioner training and development needs to be provided as part of developing people strategy.	Chief Commissioner	Complete
41(9)	12/02/24	6	Updated people strategy to be presented to the June Board meeting.	HCorpS	Complete
41(10)	12/02/24	7	Committee chair to give a further assurance to the Board on the health of the Commission.	Committee chair	Complete
41(11)	12/02/24	9	Raise need for early resolution of relocation with sponsor department.	Chief Commissioner	Complete
40(4)	11/12/23	5	People strategy to be revised to include reference to supporting strategic plan delivery once this is approved by sponsor team.	HCorpS	Complete
34 (2)	15/06/22	2	Formal Launch and demo of updated staff handbook on intranet to be arranged.	HCorpS	Soft launch complete