



**Minutes of Human Resource Committee  
Meeting Number 24  
Tuesday 24 October 2017 at 2.00pm in Johns Elliot Solicitors**

**Present:**

Geraldine Donaghy, Commissioner  
Steven Cockcroft, Commissioner  
Kieran Donaghy, Independent Member

**In Attendance:**

Frances McCandless, Chief Executive CCNI  
Aubrey McCrory, Head of Corporate Services  
Carl Von Ohsen, DfC Observer  
Chris McCotter, DfC Observer  
Natasha Mann, CCNI Finance & Admin Officer

**Apologies**

Peter Toner, DfC Observer

The Chair opened the meeting and welcomed Chris McCotter, DfC Observer and Kieran Donaghy, Independent Member. It was noted that the Board agreed on 21 January 2017 to ask Kieran Donaghy to join temporarily as a co-optee.

**1. Minutes**

The minutes of the meeting held on 8 February 2017 were considered and agreed, as proposed by Steven Cockcroft and seconded by Geraldine Donaghy. The minutes will be published on the Commission's website following Board approval.

**AP 1: Minutes of 8 February 2017 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. HR Policies update – Travel and Subsistence Policy**

The Head of Corporate Services introduced the paper and outlined the minor amendments made. There was discussion around changes to the mechanism for claiming subsistence following the introduction of new requirements for receipts by HMRC. Following discussion the committee agreed the amendments including the requirement for employees to declare their insurance covers use of their vehicle for business purposes and recommended the policy for Board adoption as proposed by Steven Cockcroft and seconded by Geraldine Donaghy.

## **AP 2: Travel and Subsistence Policy to be recommended to Board.**

### **4. People strategy action plan - Update**

The Head of Corporate Services introduced the paper which provided an update on the action plan previously adopted in quarter 4 2016/17. The committee noted that just over half of the actions had been progressed and it was anticipated the rest would be actioned in the coming months. It was noted that one action would not be progressed in the current financial year as discussion with sponsor branch confirmed there is currently no framework for the Commission to procure IiP support.

**AP3: Copy of People Strategy to be sent to Kieran Donaghy.**

**AP4: Analysis of previous staff survey to be sent to Kieran Donaghy.**

### **5. Evaluation of last year's training provision**

The Chair introduced the paper and the improvement in feedback was noted. Following discussion, it was noted that the Finance & Admin Manager and Communications Officer would analyse feedback forms and identify where staff members would be willing to deliver training sessions for colleagues based on their learning and that a question on longer-term benefits from training would be added to forms.

**AP5: Training feedback form to be updated to include question on longer term benefits of training to colleagues**

### **6. HR Developments**

The Head of Corporate Services provided a verbal update to the meeting. The committee noted that HR Connect provides advice on routine HR related issues and it has been agreed that sponsor branch will source advice on more complex issues from Corporate HR.

The Chief Executive advised the meeting that the Commission is still working with NIPSA to review a number of policies. These will be brought to committee at a later date.

### **7. HR Dashboard**

The Head of Corporate Services outlined details of the People Strategy monitoring and relevant key HR performance indicators. The committee noted good progress to date and, following discussion of the indicators, it was agreed to develop the dashboard to include additional indicator information. HR committee noted the training budget was above the recognised CIPD benchmark of 1% of overall staff budget spend.

**AP 6: HR Dashboard to be revised to include additional indicator information.**

### **8. Outline of HR needs for 2017-18 Business Plan**

The Head of Corporate Services introduced the paper and outlined the challenges to delivering the Commission's business plan. Progress in relation to challenges faced such as resourcing was noted by the committee. Following queries raised, clarification was given in relation to use of agency staff.

### **9. HR-related Audit Recommendations**

The Head of Corporate Services presented the paper and the committee noted the HR related audit recommendation in progress as discussed under items 4 and 7.

### **10. Issues for next meeting – 22 November 2017**

It was agreed that the November meeting would be cancelled and a suitable date arranged for early in the new-year. The draft report on Transformation project will be presented to Board in January which may require input from the HR Committee.

**AP 7: Transformation project PID to be sent to Kieran Donaghy.**

**Meeting concluded at 3:10pm.**

**Date of next meeting: To be confirmed**

**HR Committee  
Register of Outstanding Action Points**

<b>Committee Meeting and Action Point</b>	<b>Date Raised</b>	<b>Agenda Item</b>	<b>Action</b>	<b>Owners</b>	<b>Status</b>
24 (1)	24/10/2017	1	Minutes to be recommended to the Board	CEX	Underway
24 (2)	24/10/2017	3	Travel and Subsistence policy to be recommended to the Board	CEX	Underway
24 (3)	24/10/2017	4	Copy of People Strategy to be sent to Kieran Donaghy	HCorpS	Completed
24 (4)	24/10/2017	4	Copy of staff survey analysis to be sent to Kieran Donaghy	HCorpS	Completed
24 (5)	24/10/2017	5	Additional question to be inserted into training feedback form	HCorpS	Underway
24 (6)	24/10/2017	7	HR Dashboard to be revised to include additional indicator information	HCorpS	Underway
24 (7)	24/10/2017	10	Transformation project PID to be sent to Kieran Donaghy	HCorpS	Underway
23 (3)	8/2/2017	3	Further consideration by Committee of wording on rules on acceptance of post employment commitments before recommendation to the Board.	HR Cttee	Underway
20 (7)	26/5/16	7	Staff Handbook review to be progressed with Trade Union input.	HCorpS	Underway