



**Minutes of Human Resource Committee
Meeting Number 20
on Thursday 26 May 2016 at 2pm in Johns Elliot Solicitors at 2pm**

Present:

Brenda Maitland, Chair
Geraldine Donaghy, Commissioner
Steven Cockcroft, Commissioner

In Attendance:

Frances McCandless, Chief Executive CCNI
Aubrey McCrory, Head of Corporate Services
Jennifer Black, CCNI Administration

Apologies

Peter Toner, DFC

The Chair opened the meeting by thanking Commissioner Steven Cockcroft for hosting the meeting.

1. Minutes

The minutes of the meeting held on 17 February 2016 were considered and agreed as a true and accurate record as proposed by Geraldine Donaghy and seconded by Brenda Maitland. The minutes will be published on the Commission's website following Board approval.

AP 1: Minutes of 17 February 2016 meeting to be recommended to the Board for approval

2. Conflicts of Interest

The Chair reminded committee members of the Freedom of Information protocol and the need to declare any conflicts of interest prior to the meeting. No conflicts of interest were declared at the outset.

3. Review Committee Terms of Reference

The committee noted its Terms of Reference had been in operation for six years. During that period the Commission had been in start up mode, with various developments in its size and staff structure. There was now a need to refocus the committee's role and purpose on supporting the organisation's strategic development agenda.

Following discussion a series of changes and developments were agreed to reflect the membership being a minimum of three board members appointed by

the Chief Commissioner, meeting at least three times a year, and scope to appoint and determine the role of a co-optee. Other changes included extending the remit to include developing and overseeing implementation of a People strategy and action plans, regularly reviewing strategic HR information and a performance dashboard.

AP2: Amended TOR to be presented to the Board for approval.

4. People Strategy final draft

The Chair outlined the need to finalise the draft strategy for the June Board meeting. During discussion a series of refinements were identified in relation to the overall vision, key challenges and opportunities, role of the committee in monitoring related action plans and the strategy itself, and the balanced scorecard.

In relation to the key challenges the committee agreed to highlight the Commission was committed to ensuring that it matches available resources to its and priorities and statutory remit. There was discussion around the need to support line managers in communication work and management of change. In terms of assurance checking it was agreed this related to all Commission policies. The delay in a decision re accommodation was acknowledged as affecting staff morale. While the Committee could not impact on the Department's decision it asked Senior Management to provide additional support to staff at this time of change, whatever the outcome of the review.

The Committee agreed to recommend the People Strategy to the board, subject to the amendments discussed, as proposed by Steven Cockcroft and seconded by Geraldine Donaghy.

AP3: Amendments to be made and people strategy to be presented to Board for adoption.

5. Staffing Plans 2016/17

The Committee reviewed the paper which set out the Commission's overall approach to staffing to deliver the 2016/17 Business Plan using available resources. It was noted the sponsor department had commenced a three year resource planning process for 2017-20. The Commission would now be revisiting the 2016-19 Capacity Review with sponsor branch with the aim of identifying resourcing needs over 2017-20.

AP4: Chair to provide verbal update to Board at its June meeting on staffing plans.

AP5: Committee to review the plan at its October meeting.

6. Training Evaluation Report 2015/16

The Committee noted details of the review of training which detailed an in year increase in training budget and various feedback from staff. The committee recognised the impact of a number of CAL training packages moving to online delivery, and improvement in feedback ratings compared to previous years.

Going forward, the Committee identified the need to develop the assessment mechanism so that benefits to the individual and knowledge transfer were captured.

It was agreed to invite a representative from IIP to attend the October meeting to demonstrate the framework and identify how this could be used to benefit the Commission so that the Chair and Chief Executive could decide the value of the overall process.

AP6: IIP assessor to attend next meeting to give a strategic overview.

7. Staff handbook

The committee reviewed the paper, which set out an overview and way forward for developing the Commission's staff handbook following HR Connect on-boarding in April 2016.

After discussing the results of mapping the Commission's and NICS staff handbooks it was accepted the Commission would either; accept the policy issue was not applicable to the Commission, adopt the NICS policy off the shelf on the basis there is no additional cost or detriment to staff or the organisation, appraise the potential costs and/or detriments of the NICS policy and consult before the board consider the policy going forward, or note a gap exists and assess if this is appropriate.

It was agreed to work through the prioritisation and lift NICS policies off the shelf where appropriate. The Committee will be kept updated on progress and the Chair noted this was a pragmatic and sensible approach to be taken forward with the Trade Union.

AP6: Handbook review to be progressed with Trade Union input.

8. HR related Audit Recommendations

The committee noted there were two HR related audit recommendations arising from internal Audit work during 2015/16, and management responses were accepted.

9. HR Developments

The Committee was updated on the move to HR Connect, including liaison with Enterprise Shared Services and a meeting with the NICS child care voucher provider to resolve administration arrangements. It was noted annual reviews are being input on the HR Connect system with some delays arising as a result of the experience of using the on line guidance. Overall, the move to HR Connect has gone well and arrangements to identify and address any issues are effective. The Chair agreed to highlight this in her report to the Board.

10. Issues for next meeting

A number of items were agreed including results of the staff survey, HR dash board and standard items.

Meeting concluded at 3.50pm.

Date of next meeting: 12 October 2016 at 2pm.

**HR & R Committee
Register of Outstanding Action Points**

Action Point	Date Raised	Agenda Item	Action	Owners	Status
5	26/5/16	Staffing Plans	Committee to review the plan at its October meeting	HCorpS	Underway
6	26/5/16	Training Evaluation Reports	IIP assessor to attend next meeting to provide a strategic overview	CEO	Underway
7	26/5/16	Staff Handbook	Review to be progressed with Trade Union input	HCorpS	Underway