



**Minutes of Human Resource Committee  
Meeting Number 29  
Wednesday 17 February 2021 at 10am via video conference.**

**Present:**

Gerard McCurdy, Deputy Chief Commissioner  
Kieran Donaghy, Commissioner  
Hugh McKeag, Commissioner

**In Attendance:**

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

**Apologies**

Representatives from DfC.

The Chair opened the meeting and no conflicts of interest were declared.

**1. Minutes**

The minutes of the meeting held on 17 June 2019 and action list were discussed. The content was noted and it was agreed the minutes could be recommended to the Board. Committee members supported the action point regarding reinstating staff observing Board meetings and providing background presentations.

**AP 1: Minutes of 17 June 2019 meeting to be recommended to the Board for adoption.**

**2. HR Policy development**

**a) Probation**

The Head of Corporate Services introduced the probation policy and suggested amendments. The committee discussed changing the timescale and general approach to align fixed term and permanent staff and agreed to recommend the revised policy to the Board as proposed by Kieran Donaghy and seconded by Hugh McKeag.

**AP 2: Amended Probation Policy to be recommended to the Board.**

**b) Recruitment Process**

The Head of Corporate Services introduced the recruitment policy and highlighted a minor proposed change relating to vacancy management in light of a recommendation from Internal Audit. The Committee discussed the change and the organisation's strategic approach to staff retention set out in the people strategy and risk register. It was agreed to recommend the revised policy to the Board as proposed by Hugh McKeag and seconded by Kieran Donaghy.

### **AP 3: Amended Recruitment Process to be recommended to the Board.**

#### **c) References**

The committee noted and agreed to recommend the changes to the Board as proposed by Kieran Donaghy and seconded by Hugh McKeag.

### **AP 4: Amended References Policy to be recommended to the Board.**

#### **3. Staff handbook development – Prioritisation update**

The Head of Corporate Services introduced the staff handbook update. The committee noted a new policy to manage flexible working would be developed once the Northern Ireland Civil Service (NICS) approach was known and capitalise on lessons learnt so far on remote working during the pandemic. Following discussion the committee was content with the proposed HR policy development process, subject to resourcing, and that this would be kept under review at each Committee meeting as proposed by Kieran Donaghy and seconded by Hugh McKeag.

#### **4. Staff Survey 2020/21**

The committee discussed the summary of results from the latest staff survey, noting a staff briefing session had been held and that the Board would be briefed on results in June. It was agreed the overall picture was very positive with staff reporting excellent support and management of remote working. It was agreed action points would be developed and the People Strategy action plan updated.

### **AP 5: People Strategy Action plan updated**

#### **5. Training Evaluation Report 2019/2020 to present**

The Head of Corporate Services provided an overview of the training evaluation and budget spend. The Committee noted the content and identified scope to expand reporting on health and wellbeing indicators.

#### **6. HR Dashboard**

Results in the dashboard were noted and following discussion it was agreed to add additional Health & Wellbeing related indicators.

### **AP 6: HR Dashboard to be expanded to additional indicators**

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

Update noted.

#### **8. HR Developments**

A verbal update on a range of ongoing matters was provided by the CEX.

#### **9. AOB**

Following discussion it was agreed that a future meeting would review the committee's Terms of Reference and a specific committee meeting would be held in the autumn to review the People Management Strategy to develop this to support business planning and service delivery.

**Meeting concluded at 12.10pm.**

Date of next meetings, 28 July 2021 , 13 October 2021, 1 December 2021

## 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>
29(1)	17/02/21	1	Minutes of 17 June 2019 meeting to be recommended to the Board for adoption.	HoCS	Complete
29(2)	17/02/21	2a	Amended Probation Policy to be recommended to the Board.	CEX	Underway
29(3)	17/02/21	2b	Amended Recruitment Policy to be recommended to the Board.	HoCS	Complete
29(4)	17/02/21	2c	Amended References Policy to be recommended to the Board.	HoCS	Complete
29(5)	17/02/21	4	People Strategy Action plan updated	HoCS	Underway
29(5)	17/02/21	6	HR Dashboard to be expanded	HoCS	Underway
27(3)	12/02/19	3b	Alternative working patterns to be recommended to the Board	HoCS	Underway
27(6)	12/02/19	4	Arrangements to be implemented for staff to attend Board and Committee meetings going forward.	CEx	Underway
20 (7)	26/5/16	7	Staff Handbook review to be progressed with Trade Union input.	HCorpS	Underway