



**Minutes of Human Resource & Remuneration (HR&R) Committee
Meeting Number 15
on Wednesday 17 June 2015 at 09:00am in 257 Lough Road, Lurgan**

Present:

Walter Rader, Chair
Geraldine Donaghy, Commissioner

In Attendance:

Frances McCandless, Chief Executive CCNI
Aubrey McCrory, Head of Corporate Services
Kathryn Jennett, CCNI Administration
Peter Toner, DSD observer
Brenda Maitland, Commissioner

Apologies

Rosemary Connolly, Commissioner

The Chair welcomed everyone to the meeting and in particular welcomed Brenda Maitland, who will join and chair the committee from September.

1. Minutes

The minutes of the meeting held on 18 February 2015, were considered and agreed, following proposal by Geraldine Donaghy and seconding by Walter Rader. The minutes will be published on the Commission's website following Board approval.

During consideration of the minutes it was noted that notice had been given on the HR Support SLA, however, resourcing for the alternative was subsequently unavailable and so the SLA remained in place. It was agreed that future HR support options would be considered as part of a strategic assessment of HR Connect 'on boarding' which the committee would receive in September. The Committee noted managers had now completed the ILM training made available.

AP 1: Minutes to be recommended to the Board.

AP 2: Strategic assessment and cost implications of HR Connect 'On Boarding' to be prepared for September committee meeting.

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.

3. Amended HR Policies Batch 2

The committee reviewed the information provided in the cover paper and noted that screening of the various updates and new policies had taken place and no adverse impacts were identified at this time.

The committee considered the various policies in turn.

Competencies Framework

The Head of Corporate Services introduced the updated policy to the Committee highlighting this broadly follows the new NICS competencies framework as it relates to the Commission's staff structure and grades. During consideration it was agreed that all competencies would apply at all times, but there could be recognition of some priorities, and that an additional technical/professional competency could be added as required by relevant positions. The Committee was content to recommend the policy to the Board, subject to minor amendment, as proposed by Geraldine Donaghy and seconded by Walter Rader.

AP3: Competencies Framework to be recommended to the Board for approval.

Performance Management

The Head of Corporate Services introduced the amended policy underling the changes which would bring the Commission into line with the NICS approach of two box marking and appeal process. During discussion it was agreed to amend the flow chart to reflect all steps in the procedure, with a step out option, and to include this as an appendix. It was noted the policy was not a direct lift of the full NICS policy, rather the HR contractor had recommended a number of elements for incorporation into the Commission's existing policy. Following discussions the Committee was content to recommend the policy in principle to the Board before further amendments would be made, as proposed by Geraldine Donaghy and Seconded by Walter Rader.

AP4: Performance Management policy to be recommended to the Board for approval.

References

The Head of Corporate Services introduced the new policy to the Committee, which agreed, subject to minor amendment, to recommend the policy to the Board, as proposed by Geraldine Donaghy and seconded by Walter Rader.

AP5: References Policy to be recommended to the Board for approval.

Shared Parental leave

The Head of Corporate services introduced the new policy to the Committee, highlighting the need for the new policy following introduction of legislation in 2014 providing further employee rights.

Following discussions the Committee was content to recommend the policy, subject to minor amendment, to the Board as proposed by Geraldine Donaghy and seconded by Walter Rader.

AP6: Shared Parental Leave Policy to be recommended to Board for approval

4. Actions arising from organisational culture programme and staff survey action plan

The Head of Corporate Services introduced the update, noting the headings reflect the sections and issues as per the report which SMT are continuing to implement. The Committee welcomed the update which was very helpful and reassuring. The Committee agreed that the staff survey next year would provide an opportunity to gauge the effectiveness of this exercise and the actions arising.

5. Internal Audit Recommendations relating to HR

The Head of Corporate Services introduced the paper to the Committee, and advised that no HR related audit recommendations had arisen during the 2014-15 internal or external audits.

6. Trade Union update

The Head of Corporate Services updated the Committee on recent discussions and further progress in implementing the Trade Union recognition agreement. The Committee noted the developments which were encouraging.

7. Staffing update under 2015-16 budget

The Head of Corporate Services introduced the report to the Committee advising that additional resources had been secured, as a result of which the Commission would seek to retain the secondees until the end of the financial year, which was longer than anticipated. The Chief Executive advised that the development of, and consultation on, guidance related to the Department's forthcoming accounting regulations will be a major priority and impact on resources. The Sponsor Department advised that moving the regulations forward is a matter of urgency and it is hoped that they will be in place in January 2015. In light of resourcing pressures it was suggested further resourcing needs should be raised with sponsor branch.

8. Issues for next meeting Wednesday 16 September 2015

The Head of Corporate Services outlined details of the next batch of policies to be brought to the committee's September meeting, including the Probationary policy. However, the HR contractor had identified a matter and recommended an immediate change to the way the existing policy was implemented. Following discussion it was agreed to recommend this to the Board for approval.

AP7: Amended Probationary Policy to be recommended to Board

9. AOB

The Chair took the opportunity to thank all those on the Committee for their support and help over the past six years and wished Brenda Maitland all the best

in her post as Chair of HR&R Committee. The Chief Executive thanked the Chair on behalf of the staff and committee for his support and commitment to the Committee.

Meeting concluded at 12.05pm

Date of next meeting 16 September 2015.

HR & R Committee Register of Outstanding Action Points

Action Point	Date Raised	Agenda Item	Action	Owners	Status
7	16/4/14	Strategic Review of HR Policies	Officers to manage wind down of current HR support SLA.	Head of Corporate Services	Complete
1	17/6/15	Minutes	Minutes to be recommended to the Board	HCorpS	Complete
2	17/6/15	Minutes	Strategic assessment and cost implications of joining HR Connect to be identified	HCorpS	Complete
3	17/06/15	Amended HR Policies batch 2 Competencies Framework	Competencies Framework to be recommended to the Board for approval.	HCorpS	Complete
4	17/06/15	Amended HR Policies batch 2 Performance Management	Performance Management policy to be recommended to the Board for approval.	HCorpS	Complete
5	17/06/2015	Amended HR Policies batch 2 References	References Policy to be recommended to the Board for approval	HCorpS	Complete
6	17/06/2015	Amended HR Policies batch 2	Shared Parental Leave Policy to be recommended to	HCorpS	Complete

		Shared Parental leave	Board for approval		
7	17/06/2015	Issues for next meeting Wednesday 16 September 2015	Interim Probationary Policy arrangement to be recommended to Board	HCorpS	Complete