



**Minutes of Human Resource Committee
Meeting Number 19
on Wednesday 17 February 2016 at 10.00am in 257 Lough Road, Lurgan**

Present:

Brenda Maitland, 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

Apologies

Steven Cockcroft, Legal Commissioner

1. Minutes

The minutes of the meeting held on 1 December 2015 were considered and agreed, following proposal by Geraldine Donaghy and seconding by Brenda Maitland. The minutes will be published on the Commission's website following Board approval.

AP 1: Minutes of 1 December 2015 will 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.

3. Review Committee Terms of Reference

The Committee noted its Terms of Reference had been in operation for the past six years. For most of that period the Commission had effectively been in start up mode, and now there was a real need to refocus the committee's role and purpose on supporting the new strategic agenda. It was agreed to defer further consideration until the next Committee meeting, but in the meantime to ask the Board to hold a HR-themed meeting each autumn.

AP2: TOR to be on next Committee meeting agenda

AP3: Board to be asked to hold a HR themed meeting each autumn.

4. Next Draft People Strategy

The Chair introduced the paper and the committee discussed and agreed a range of further developments to the draft text. It was noted the Commission might be able to avail of the NICS Wellbeing programme as part of the action plan.

Following discussion, the committee agreed a further draft of the strategy would be considered at its next meeting with a view to recommending a strategy to the Board in June.

AP4: Peter Toner to check if CCNI can avail of NICS Wellbeing programme

AP5: Strategy to be redrafted and taken to the next committee meeting

5a. Redrafted Policies

The Head of Corporate Services introduced the redrafted Maternity Leave and Pay, Probationary, Working Hours and Leave, and Ordinary Paternity Leave policies. It was noted several provisions involved sign off at CEO level, which left no potential for appeal. Also though not specified in the policy, in practice, the CEO's leave was signed off by the Chair of the Board. The Committee asked that a check be done on the frequency of special leave as it was understood NICS terms were once in 5 years. It was agreed the Chief Executive should delegate decision making on special leave and that further information be sought on the practice at the higher levels of the NICS for staff to self certify leave. Following discussion it was agreed to recommend the redrafted policies to the Board as proposed by Geraldine Donaghy and seconded by Brenda Maitland.

AP6: Peter Toner to clarify who signs off leave at higher levels of NICS.

AP7: Head of Corporate Services to check if NICS special leave terms were once in 5 years.

6. Draft Annual agenda Schedule

The Chief Executive introduced the agenda timetable. Following discussion, it was agreed to add the HR Dashboard as a standing item. The Committee noted the schedule.

AP5: Add HR Dashboard to standing items

7. HR Developments

The Head of Corporate Services updated the Committee on his meeting with HR Connect on 16 February 2016. The Committee welcomed plans to go live with HR Connect on 1 April 2016 with floor walkers and on line training support being arranged. In terms of any further update on the Commission's accommodation needs, the Chief Executive advised that the Chair of the Commission and herself were due to meet the Minister on Monday 22 February 2016, and that it was hoped a decision would be made within the next few weeks.

8. AOB

The location for the next Committee meeting was discussed and it was agreed there would be no issue in a Commissioner hosting the meeting at no cost in Belfast.

Meeting concluded at 11:10am

Date of next meeting 13 April 2016.

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

Action Point	Date Raised	Agenda Item	Action	Owners	Status
5	1/12/15	Update on Voluntary Exit Scheme	Brief staff on progress with the VES	CEO	Underway
1	17/02/16	Minutes	Minutes of 1 December 2015 will be recommended to the Board for approval	HCorpS	Complete
2	17/02/16	Review Committee Terms of Reference	TOR to be on Agenda for April Committee meeting	CEO	Complete
3	17/02/16	Review Committee Terms of Reference	Board to be asked to hold a HR themed meeting each autumn	CEO	Complete
4	17/02/16	Next Draft People Strategy	Peter Toner to check if CCNI can avail of NICS Well Being programme	Peter Toner	Underway
5	17/02/16	Next Draft People Strategy	Strategy to be redrafted and taken to the April Committee Meeting	HCorpS	Underway
6	17/02/16	Redrafted Policies	Peter Toner to clarify who signs off leave at higher levels of NICS	Peter Toner	Complete
7	17/02/16	Redrafted Policies	Head of Corporate Services to check if NICS special leave terms were once in 5 years	HCorpS	Underway
8	17/02/16	Draft Annual agenda Schedule	Add HR Dashboard to standing items	CEO	Complete