



**Minutes of Human Resource Committee
Meeting Number 15
on Thursday 10 September 2015 at 10:00am in 257 Lough Road, Lurgan**

Present:

Brenda Maitland, Chair
Geraldine Donaghy, Commissioner

In Attendance:

Frances McCandless, Chief Executive CCNI
Kathryn Jennett, CCNI Administration
Brenda Maitland, Commissioner

Apologies

Rosemary Connolly, Commissioner
Aubrey McCrory, Head of Corporate Services
Peter Toner, DSD observer

1. Minutes

The minutes of the meeting held on 17 June 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 17 June 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. Amended HR Policies Batch 2

The committee reviewed the information provided in the cover paper and noted the main changes to the next tranche of policies.

The committee considered the various policies in turn.

Maternity Leave Policy

Following discussion the Committee agreed that the policy needed further work to ensure the policy was a working document for all. The Chief Executive agreed to take the policy back to the HR Specialist contractor for further amendment.

AP2: Chief Executive will speak to the HR Specialist regarding the policy development

Probationary Policy

Following discussion the Committee accepted the main changes to the policy but agreed that the document required some further amendment before being recommended to the Board. The Chief Executive agreed to take the policy back to the HR Specialist contractor for further amendment.

AP3: Chief Executive will speak to HR Specialist regarding the policy development

Working Hours & Leave Policy

Following discussion the Committee accepted the changes as outlined, but agreed that the document still required further amendment before being recommended to the Board. The Chief Executive agreed to take the policy back to the HR Specialist contractor for further amendment

AP4: Chief Executive will speak to HR Specialist regarding the policy development

4. Consideration of HR Connect On boarding

The Chief Executive introduced the paper to the Committee and outlined the options for the Commission in joining HR Connect. The Committee noted since its inception the Commission has developed arrangements to handle the range of Human Resource (HR) activities, with staff within the Corporate Services team having specific roles and responsibilities relating to HR. The Department's Light Touch Review in 2012 noted the lack of dedicated HR resource within the organisational structure. Discussions with HR Connect have identified the potential to on-board the Commission to both payroll and HR functions or either of these functions. A series of options with associated costs was discussed by the Committee and it was agreed to recommend option 2, on-Board all HR Services, to the Board.

AP5: Option 2, on-board all HR Services, to be recommended to the Board

5. Performance appraisal scores summary 2014-15

The Chief Executive introduced the paper to the Committee and advised that future appraisals will be in line with Civil Service policy where a 2 box system is in place rather than the Commission's 5 box system. The Committee were content with the outcomes.

6. Strategic Planning – approach to identify Commission staffing needs 2016-21

The Chief Executive introduced the paper to the Committee and advised that currently the Commission has Staff Resourcing Unit (SRU) conducting detailed analysis with staff, to identify manpower requirements and workflows, which would enable calculations of how many staff are required to achieve targets, based on our various processes. The Committee welcomed the opportunity to have such a resource available and noted the planned approach.

7. Role of the HR Committee in future strategic development

The Chair of the HR Committee discussed with members the potential of moving the Committee in a different direction, now that policy development was coming to an end. It was agreed the committee could help the organisation move forward in the future and further strategic discussion would take place at the next meeting.

8. Internal Audit Recommendation relating to HR

The Chief Executive introduced the paper to the Committee, and advised that there were no Audit recommendations relating to HR arising from Internal and External audit during 2014/15. The Committee noted the outcome and are content to remove this as a standing item until future audits have taken place.

9. AOB

Meeting concluded at 12 noon

Date of next meeting 2 December 2015.

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

Action Point	Date Raised	Agenda Item	Action	Owners	Status
2	17/6/15	Minutes	Strategic assessment and cost implications of joining HR Connect to be identified	HCorpS	Complete
1	10/9/15	Minutes	Minutes of 18 February will be recommended to the Board for approval		Complete
3	10/09/15	Amended HR Policies Batch 2 <i>Maternity Leave Policy</i>	Chief Executive will speak to the HR Specialist regarding the policy development	CEx /HCorpS	Underway
3	10/09/15	Amended HR Policies Batch 2 <i>Probationary Policy</i>	Chief Executive will speak to the HR Specialist regarding the policy development	CE X /HCorpS	Underway
3	10/09/15	Amended HR Policies Batch 2 <i>Working Hours & Leave Policy</i>	Chief Executive will speak to the HR Specialist regarding the policy development	CE X /HCorpS	Underway
4	10/09/15	Consideration of HR Connect On boarding	Option 2, on-board all HR Services, to be recommended to the Board	CEx	Complete