



**Minutes of Human Resource Committee
Meeting Number 30
Wednesday 25 August 2021 at 9.45am 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 February 2021 and action list were discussed. It was noted item 3 - probation policy had been agreed by the Board. The minutes were agreed as proposed by Hugh McKeag and seconded by Kieran Donaghy.

AP 1: Minutes of 17 February 2021 meeting to be recommended to the Board for approval.

2. Review of Committee Terms of Reference

The Chair highlighted the review of the HR Committee's terms of reference and provision to co-opt additional full members. Following discussion it was agreed to expand the committee's role to include monitoring health and wellbeing and receiving assurances from management on Health and Safety as proposed Hugh McKeag and seconded by Kieran Donaghy

AP 2: Amended terms of reference to be recommended to the Board for approval.

3. HR Policy development

a) Child Protection

The Head of Corporate Services introduced the draft child protection policy developed with input of local Trade Union reps and modelled on the Northern Ireland Civil Service approach and outlined its relevance to the Commission's work. The Committee discussed staff training and implementation of the policy noting the circumstances when under 18s can be charity trustees and the potential to be employees. It was agreed to recommend the policy subject to

minor amendment to the Board as proposed Kieran Donaghy and seconded by Hugh McKeag.

AP 3: Child protection policy to be recommended to the Board for adoption

b) Inefficiency Sickness

The Head of Corporate Services introduced the draft Inefficiency Sickness policy developed with input of local Trade Union reps and modelled on the Northern Ireland Civil Service approach. The Committee noted the Commission had a good record on absence management, nevertheless, it was important to have provision for inefficiency in addition to the existing Absence Management policy. The Committee discussed various responsibilities in particular the role of line management and existing sickness absence triggers. It was agreed to recommend the policy to the Board, subject to adding a flowchart and minor amendments as proposed by Hugh McKeag and seconded by Kieran Donaghy.

AP 4: Inefficiency Sickness policy to be recommended to the Board for adoption.

AP5: Demonstration to be arranged for committee members of on line HR systems, reports and policies used by staff and line management.

c) Inefficiency Performance

The Head of Corporate Services introduced the draft Inefficiency Performance policy developed with input of local Trade Union reps and modelled on the Northern Ireland Civil Service approach. Committee members discussed poor performance referenced in the Performance Management policy and levels of decision making. It was agreed to recommend the policy to the Board, subject to minor amendment as proposed by Kieran Donaghy and seconded by Hugh McKeag.

AP 6: Inefficiency Performance policy to be recommended to the Board for adoption.

AP 7: Performance Management policy to be circulated to Commissioners.

4. Office Recovery Plan

The Head of Corporate Services gave an overview of the Office Recovery plan developed with input of local Trade Union reps and sponsor Department's Health & Safety team for managing the reopening of office accommodation, when appropriate, in light of Covid-19 pandemic. Committee members noted changes due to the new office location and that a range of assurances were provided by sponsor department. The Chair indicated that he had visited the new office premises in Marlborough House and thanked the Head of Corporate Services for his work on the move. Following discussion of plans to develop a policy to support blended working and the need for assurance of ongoing CO₂ monitoring, it was agreed to recommend the office recovery plan, subject to minor amendment, as proposed by Kieran Donaghy and seconded by Hugh McKeag.

AP 8: Office Recovery plan to be recommended to the Board for adoption.

AP9 Further assurances on CO₂ monitoring to be sought.

5. Staff Survey Results Q1 2021/22

The committee discussed the findings of the latest Pulse staff survey results and noted further ongoing improvement in terms of staff satisfaction. The committee noted a range of staff views on proposed blended working and noted management plans to take this forward once the Executive's work from home restrictions were removed on a six month pilot basis, with reviews every 2 months.

6. Training Evaluation report 2020/21

The committee discussed the training evaluation report and noted the high levels of satisfaction and the successful of the move to online training during the pandemic. The committee welcomed the devolvement of a further competency training programme for Line Managers. The committee also noted plans to cover the impact of legislation development as part of briefing sessions going forward.

7. HR Dashboard The committee noted recent results and agreed to include a range of additional information on Health & Safety, staff engagement and training budget.

8. HR- Related Audit Recommendations

The Committee noted the position on addressing Internal Audit Recommendations.

9. HR Developments

The CEx briefed the committee on current staff turnover and business planning for the next financial year.

10. AOB

No items were raised.

11. Issues for next meeting

CEx noted pressures of work in the autumn might mean a shorter committee agenda than previously envisaged.

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

Meeting concluded at 12.00 noon.

HR Committee

Register of Outstanding Action Points

Committee Meeting and Action Point	Date Raised	Agenda Item	Action	Owners	Status
30(1)	25/08/2021	1	Minutes of 17 February 2021 meeting to be recommended to the Board for approval.	HoCS	Completed
30(2)	25/08/2021	2	Amended terms of reference to be recommended to the Board for approval.	HoCS	Completed
30(3)	25/08/2021	3a	Child protection policy to be recommended to the Board for adoption	HoCS	Completed
30(4)	25/08/2021	3b	Inefficiency Sickness policy to be recommended to the Board for adoption.	HoCS	Completed
30(5)	25/08/2021	3b	Demonstration to be arranged for committee members of on line HR systems, reports and policies used by staff and line management.	HoCS	Underway
30(6)	25/08/2021	3c	Inefficiency Performance policy to be recommended to the Board for adoption.	HoCS	Completed
30(7)	25/08/2021	3c	Performance Management policy to be circulated to Commissioners.	HoCS	Completed
30(8)	25/08/2021	4	Office Recovery plan to be recommended to the Board for adoption.	HoCS	Completed
30(9)	25/08/2021	4	Further assurances on CO ₂ monitoring to be sought.	HoCS	Underway

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