



**Minutes of Human Resource Committee
Meeting Number 23
Wednesday 8 February 2017 at 2.00pm in Johns Elliot Solicitors**

Present:

Geraldine Donaghy, Commissioner
Steven Cockcroft, Commissioner

In Attendance:

Frances McCandless, Chief Executive CCNI
Aubrey McCrory, Head of Corporate Services
Carl Von Ohsen, DfC Observer
Jennifer Black, CCNI Admin Officer

Apologies

Peter Toner, DfC Observer

It was agreed that Geraldine Donaghy would stand in as chair of the HR Committee meetings in the interim.

1. Minutes

The minutes of the meeting held on 5 December were considered and agreed, subject to minor amendment, as proposed by Steven Cockcroft and seconded by Geraldine Donaghy. The minutes will be published on the Commission's website following Board approval.

AP 1: Minutes of 5 December 2016 meeting to be recommended to the Board for approval

2. Conflicts of Interest

The Chair reminded committee members of the need to declare any conflicts of interest prior to the meeting. No conflicts of interest were declared at the outset.

3. HR Policies update – Staff Handbook Development

The Head of Corporate Services introduced the paper and outlined the issues driving efforts to align the Commission's Staff Handbook with the Northern Ireland Civil Service (NICS) Staff Handbook. There was discussion around the Code of Conduct, in particular the implementation of section 9 and the issue of post-employment confidentiality restrictions. The committee discussed modifying the code to reflect the NICS Standards of Conduct and it was agreed that a provisional wording be put in place to the effect that on leaving employment staff should be mindful of the confidentiality provisions within their employment contract. The committee agreed to further investigate relying on the position in the NICS Standards of Conduct - Section 8 Rules on the Acceptance of Outside Business Appointments, Employment or Self-Employment

by Civil Servants after leaving the NI Civil Service, and in particular the rules as detailed in Annex 4, 5 and 6.

AP 2: Holding wording to be inserted into Section 9 of Code of Conduct to address post-employment confidentiality restrictions.

AP3: Further consideration by Committee of wording on rules on acceptance of post employment commitments before recommendation to the Board.

AP4: Chair HR Committee to verbally update Board.

4. People strategy action plan

The Head of Corporate Services introduced the draft People Strategy Action Plan, advising on changes to reflect the new Generation 6 IiP standard and ideas from the staff development group. The committee agreed timescales on immediate actions and cross referencing to the people strategy balanced scorecard.

The Committee welcomed the staff development group and the commitment to maintain this as a standing group which will provide a useful tool to channel information in regular updates with the Chief Executive, who will then feedback to the HR Committee. It was therefore agreed to include the action plan as a standing item on the agenda.

AP5: Committee agenda to include People strategy action plan as a standing item.

5. HR Developments

The committee was updated on planned developments within the sponsor department's HR function. SMT plans to extend secondments and prioritise expenditure on temporary staff for registration and compliance work in the first half of the year on were supported.

6. HR Dashboard

The Head of Corporate Services outlined details of the People strategy monitoring and relevant key HR performance indicators. Following discussion of the indicators and operation of systems it was agreed to develop the dashboard to include additional indicator information.

AP 6: HR Dashboard to be revised to include additional indicator information.

7. HR Related Audit Recommendations

The committee noted there were currently no outstanding HR related audit recommendations.

8. Issues for next meeting – 24 May 2017

Agenda to include proposals for Section 8 of the Code of Conduct, People strategy action plan and dash board updates, and new draft staff handbook policies.

Meeting concluded at 3pm.

Date of next meeting: 24 May 2017

**HR Committee
Register of Outstanding Action Points**

Action Point	Date Raised	Agenda Item	Action	Owners	Status
1	8/2/2017	1 – Minutes	Minutes of 5 December meeting to be recommended to Board for approval	Interim Chair HR Cttee	Complete
2	8/2/2017	3 – HR policies update	Holding wording to be inserted into Section 9 of Code of Conduct to address post-employment confidentiality restrictions	CEX	Complete
3	8/2/2017	3 – HR policies update	Further consideration by Committee of wording on rules on acceptance of post employment commitments before recommendation to the Board.	HR Cttee	Underway
4	8/2/2017	3 – HR policies update	Chair HR Committee to verbally update Board	Chair HR	Complete
5	8/2/2017	4 – People strategy action plan	Committee agenda to include People strategy action plan as a standing item.		Complete
6	8/2/2017	6 – HR dashboard	HR Dashboard to be revised to include additional indicator information.	HCorpS	Complete
6	5/12/16	6 – Analysis of Exit Interviews	Exit interview questionnaire to be revised.		Complete
7	26/5/16	Staff Handbook	Review to be progressed with Trade Union input.	HCorpS	Underway