



**Minutes of Human Resource Committee
Meeting Number 25
Wednesday 7 March 2018 at 2.00pm in Johns Elliot Solicitors**

Present:

Geraldine Donaghy, Commissioner
Steven Cockcroft, Commissioner
Kieran Donaghy, Independent Member, Co-opted

In Attendance:

Frances McCandless, Chief Executive CCNI
Aubrey McCrory, Head of Corporate Services
Carl Von Ohsen, DfC Observer
Anne Killen, CCNI Finance & Admin Officer

Apologies

Peter Toner, DfC Observer

The Chair opened the meeting and welcomed Carl Von Ohsen, DfC Observer.

1. Minutes

The minutes of the meeting held on 24 October 2017 were considered and subject to a minor addition to Item 3 were agreed, as proposed by Steven Cockcroft and seconded by Kieran Donaghy. The minutes will be published on the Commission's website following Board approval.

AP 1: Minutes of 24 October 2017 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 – Health & Safety Policy

The Head of Corporate Services introduced the paper and following discussion, the Committee recommended the Health & Safety policy modelled on the NICS handbook for Board adoption subject to the suggested amendments from TUS. The committee discussed other policies which have health & safety implications eg lone working, manual handling. It agreed to develop a list of health & safety issues covered by key legislation detailing where these mandatory considerations are covered in the NICS handbook. The Committee also agreed to review the prioritisation of policies for developed and that manual handling be considered as a priority policy for development as proposed by Kieran Donaghy and seconded by Steven Cockcroft.

AP 2: Health & Safety Policy to be recommended to Board.

AP 3: Develop list of health & safety issues covered by key legislation and where these are covered in the NICS handbook.

AP 4: Review list of prioritised policies for development at next meeting.

4. Code of Conduct

The Head of Corporate Services gave a brief overview of the paper and following discussion, the Committee agreed to recommend Option 1 to the Board, subject to a minor amendment to wording as proposed by Geraldine Donaghy and seconded by Kieran Donaghy.

AP5: Code of Conduct to Board for approval

5. Review of Committee Terms of Reference

The CEX provided an overview of the paper and the Committee agreed several amendments/additions in relation to co-opted independent membership, the role of the Committee and tenure of membership. Subject to these amendments, the committee recommended the Terms of Reference to the Board for approval.

AP 6: Revised Terms of Reference to be recommended to Board.

6. HR Dashboard

The Head of Corporate Services outlined details of the People Strategy monitoring and relevant key HR performance measures. The committee noted good progress to date and, following discussion of the indicators, it was agreed to develop the dashboard to include additional sickness absence indicator information and to try and obtain benchmarking information. HR committee noted the training budget was above the recognised CIPD benchmark of 1% of overall staff budget spend.

AP 7: HR Dashboard to be revised to include additional indicator information.

7. HR Developments

The Head of Corporate Services provided an overview of the paper, highlighting difficulties arising as a result of staff turnover. The paper and staff changes were noted.

8. Potential Relocation

The Committee was provided with an update on the most recent consultation with TUS and communication of staff views.

9. People Strategy Action Plan Update

The Head of Corporate Services provided a verbal update and following discussion, the Committee noted that some actions have been deferred due to competing priorities. It was agreed that consideration be given to the inclusion of health and safety indicators in the People Strategy Action Plan in future years.

AP 8: include health and safety indicators in the People Strategy Action Plan in future years.

10. HR Related Audit Recommendations

No issues were reported.

11. Issues for next meeting – 22 November 2017

It was agreed that the May meeting would be postponed until June 18 with potential dates circulated.

AP 9: Potential dates for next Meeting in June 18 to be circulated.

Meeting concluded at 3:50pm.

Date of next meeting: To be confirmed

**HR Committee
Register of Outstanding Action Points**

Committee Meeting and Action Point	Date Raised	Agenda Item	Action	Owners	Status
25 (1)	07/03/18	1	Minutes to be recommended to the Board	CEX	Underway
25 (1)	07/03/18	3	Health & Safety Policy to be recommended to Board.	CEX	Complete
25 (1)	07/03/18	3	Develop list of health & safety issues covered by key legislation and where these are covered in the NICS handbook.	HCoS	Underway
25 (1)	07/03/18	3	Review list of prioritised policies for development at next meeting.	HCoS	Underway
25 (1)	07/03/18	4	Code of Conduct to Board for approval	CEX	Complete
25 (1)	07/03/18	5	Revised Terms of Reference to be recommended to Board.	CEX	Complete
25 (1)	07/03/18	6	HR Dashboard to be revised to include additional indicator information.	HCoS	Underway
25 (1)	07/03/18	9	Include health and safety indicators in the People Strategy Action Plan in future years.	HCoS	Underway
25 (1)	07/03/18	10	Potential dates for next Meeting in June 18 to be circulated.	CEX	Complete
24 (1)	24/10/2017	1	Minutes to be recommended to the Board	CEX	Completed
24 (2)	24/10/2017	3	Travel and Subsistence policy to be recommended to the Board	CEX	Completed

24 (5)	24/10/2017	5	Additional question to be inserted into training feedback form	HCorpS	Completed
24 (6)	24/10/2017	7	HR Dashboard to be revised to include additional indicator information	HCorpS	Completed
24 (7)	24/10/2017	10	Transformation project PID to be sent to Kieran Donaghy	HCorpS	Completed
23 (3)	8/2/2017	3	Further consideration by Committee of wording on rules on acceptance of post employment commitments before recommendation to the Board.	HR Cttee	Completed
20 (7)	26/5/16	7	Staff Handbook review to be progressed with Trade Union input.	HCorpS	Underway