



**Minutes of Human Resource & Remuneration (HR&R) Committee
Meeting Number 14
on Wednesday 18 February 2015 at 09:00am in 257 Lough Road, Lurgan**

Present:

Walter Rader, Chair
Rosemary Connolly, Commissioner
Geraldine Donaghy, Commissioner

In Attendance:

Frances McCandless, Chief Executive CCNI
Aubrey McCrory, Head of Corporate Services
Kathryn Jennett, CCNI Administration
Peter Toner, DSD observer

1. Minutes

The minutes of the meeting held on 15 October 2014, were considered and agreed, following proposal by Geraldine Donaghy and seconding by Rosemary Connolly. The minutes will be published on the Commission's website following Board approval.

AP 1: Minutes to be recommended to the Board.

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. Update on the policy review and other arrangements with HR Connect.

The Chief Executive introduced the paper to the Committee highlighting the overview of the strategic review of policies and indicated that work was continuing on final costing of the call off contract with HR connect to provide advice and support to staff.

Committee members discussed the various draft policies and identified amendments to ensure consistency in the use of terminology, such as using the term employer/employee, and CCNI, throughout the documents. Following discussion it was agreed that further comments or suggestions regarding the policies should be forwarded to Head of Corporate Services by 25th February

2015. The Chair agreed to meet with the Head of Corporate Services for final sign-off of draft policies and that thereafter they be recommended to the Board.

AP2: Comments to be forwarded to Head of Corporate Services regarding the policies and the policies brought before Board.

4. Update on the organisational culture programme

The Chief Executive introduced the paper outlining the work that had been carried out by the service provider, who had met with all staff individually, a cross section of all staff teams and the Board. The next step will be a more detailed analysis of staff comments and feedback. A meeting will be held with SMT before a feedback session to all staff and provision of coaching to managers.

Following discussion it was noted that staff were content regarding interaction with the Board on work-related matters, rather than committing to more informal social occasions.

5. Update on staff survey report and action plan

The Committee noted the matrix of action points following on from the staff survey and noted that the action plan is being implemented..

6. Trade Union update

The Head of Corporate Services updated the Committee on the status of discussions with the Trade Union and reported that, now an agreed wording has been put in place, progress would be made on having the recognition agreement signed.

7. Report on HR-related audit recommendations

The Head of Corporate Services introduced the report to the Committee updating members on progress to date and outstanding policy developments. Following discussion regarding attendance management, it was pointed out that the internal audit recommendation related to documentation demonstrating that staff were in the building. In relation to flexi working hours, the Commissioners confirmed the previous agreement that CCNI does not operate flexi time. An attendance sheet will be implemented to concur with internal audit recommendations following the signing of the Trade Union recognition agreement.

8. Update on staffing 2015-16

The Chief Executive updated the committee that CCNI still await confirmation, from the Minister, regarding the budget for 2015-16. Scenarios had been considered based on a 4-5% and 10% reduction of Budget. She outlined the expected staffing position.

9. AOB

None

Meeting concluded at 10:55 am

Date of next meeting 15 April 2015.

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

Action Point	Date Raised	Agenda Item	Action	Owners	Status
3	16/4/14	Amendments to HR Policies	Officers to research general Keep in Touch policy and guidance.	Head of Corporate Services	Complete
7	16/4/14	Strategic Review of HR Policies	Officers to manage wind down of current HR support SLA.	Head of Corporate Services	Complete
1	18/02/15	Minutes	Minutes of 15 October to be submitted to Board for approval prior to publication on Website	Head of Corporate Services	Complete
2	18/02/2015	Update on the policy review and other arrangements with HR Connect.	Comments to be forwarded to Head of Corporate Services regarding the policies.	Committee	Complete