



**Minutes of Human Resource Committee  
Meeting Number 41  
Monday 12 February 2024 at 9.30am via video conference.**

**Present:**

Kieran Donaghy, Charity Commissioner (Chair)  
Gerard McCurdy, Chief Commissioner  
Patricia Kelly, Legal Commissioner

**In Attendance:**

Frances McCandless, Chief Executive  
Aubrey McCrory, Head of Corporate Services  
Anne-Marie Watts, Administrative Officer (minutes)

**Apologies**

Colleen Bell (DfC Sponsor team).

The Chair opened the meeting at 9.45 am

Kieran Donaghy welcomed everyone to the meeting.

**1. Minutes of meeting No. 40, 11 December 2023**

The minutes of the Committee meeting No.40 held on 11 December 2023 were previously agreed by correspondence and approved for publication at the Board meeting in January 2024.

**AP 1: Minutes of meeting No. 41 - 12 Feb 2024 to be agreed by correspondence and recommended to the Board for publication.**

**2. Conflicts of Interest**

No conflicts of interest were declared.

**3. Safeguarding Policy**

The Chair noted following the last committee meeting the Head of Corporate Services, legally qualified Commissioner and legal team had discussed on-going practice and potential disclosure of information related to safeguarding concerns that may attract legal privilege. The committee thanked staff for the work progressed and agreed to recommend the resulting additional wording in section 6 and all other changes tracked in the version considered at its November 2023 meeting, to the Board subject to minor amendment as proposed by Patricia Kelly and seconded by Gerard McCurdy.

**AP 2: Amended safeguarding policy to be recommended to the Board for adoption.**

#### **4. Review of lone worker policy**

The Head of Corporate Services Committee outlined the results of the review which arose following discussion of lone working during consideration of the hybrid working policy. The Committee discussed the analysis and agreed to recommend amending the proposed minor changes to tie the hybrid working and Health & Safety policies together as per wording in the review paper as proposed by Gerard McCurdy and seconded by Patricia Kelly.

**AP 3: Minor interim amendments to Hybrid and Health & Safety policies to be recommended to the Board for adoption.**

#### **5. 2023/24 Staff survey results**

The Head of Corporate Services introduced the results report noting this also reflected initial discussion with staff. A range of developments were noted and issues discussed by the committee. It was agreed to highlight the summary results in the Corporate Services update to the March Board meeting and place the full paper in Decision Time. The June HR committee meeting will sign off the resulting action which will be integrated with the People Strategy and the HR dashboard.

**AP 4: Head of Corporate services to highlight summary survey results to March Board and place full document in Decision Time.**

**AP 5: Head of Corporate Services to bring a survey action plan to June committee meeting.**

#### **6. People Strategy 2023-26**

The committee discussed proposed changes to the agreed strategy to reflect how it supports delivery of the strategic plan in anticipation of it being approved by sponsor department. The Head of Corporate services provided a verbal update on the actions and training being progressed and the committee agreed to include a draft approach to succession planning on its next agenda. Potential linkages with an action point from HR Committee meeting No 34 regarding developing of a Commissioner training plan based on NIAO guidance was discussed. The Chief Commissioner undertook to provide feedback from annual appraisals on Board training and development needs for incorporation into the overall People Strategy. An update will be presented to the June Board meeting as part of the agenda.

**AP 6: Head of Corporate services to update strategy appendix 1 with actions progressed.**

**AP 7: Succession plan approach to be included in next committee agenda.**

**AP 8: Feedback on Commissioner training and development needs to be provided as part of developing people strategy.**

**AP 9: updated people strategy to be presented to the June Board meeting.**

#### **7. HR Dashboard**

The committee noted the dashboard had been developed as per discussion at the last meeting with some relevant research from CIPD. The Committee accepted the six strategic priorities and operational indicators reflected on the

health of the Commission. The Chair noted this enabled the committee to give a further assurance to the Board. Following discussion, it was agreed to update the dashboard for each HR committee meeting. Further work will be undertaken before results are taken to a board meeting.

**AP 10: Committee chair to give a further assurance to the Board on the health of the Commission.**

**8. HR-Related Audit Recommendations**

The Committee noted the progress.

**9. Trade Union Update**

Chief Executive outlined details of recent Joint Negotiation and Consultation Committee meetings and key focus on relocation. The Chief Commissioner undertook to raise the accommodation issue with the department.

**AP 11: Raise need for early resolution of relocation with sponsor department.**

**10. HR Developments**

The committee were informed of developments in relation to job descriptions and benchmarking.

**11. AOB**

None.

**Issues for next meeting**

Items identified included Review of Hybrid policy, Review of Lone Worker policy, review of 23/24 staff survey action plan, staff resourcing 2024/25 Business plan, review of shared services arrangements.

Meeting concluded at 11.00 am

Date of next meeting Friday 7 June 2024 at 10am Marlborough House.

**HR Committee  
Register of Outstanding Action Points**

<b>Committee Meeting and Action Point</b>	<b>Date Raised</b>	<b>Agenda Item</b>	<b>Action</b>	<b>Owners</b>	<b>Status</b>
41(1)	12/02/24	1	Minutes of 12 Feb 2024 meeting to be agreed by correspondence and recommended to the Board for publication.	HCorpS	Complete
41(2)	12/02/24	3	Amended safeguarding policy to be recommended to the Board for adoption.	HCorpS	Complete
41(3)	12/02/24	4	Minor interim amendments to Hybrid working and Health & Safety policies to be recommended to the Board for adoption.	HCorpS	Complete
41(4)	12/02/24	5	Highlight summary survey results as part of Corporate Update to March Board.	HCorpS	Complete
41(5)	12/02/24	5	Survey action plan to be included in June HR committee meeting.	HCorpS	Underway
41(6)	12/02/24	6	Update people strategy appendix 1 with actions progressed.	HCorpS	Underway
41(7)	12/02/24	6	Succession planning to be included in next committee agenda.	HCorpS	Underway
41(8)	12/02/24	6	Feedback on Commissioner training and development needs to be provided as part of developing people strategy.	Chief Commissioner	Underway
41(9)	12/02/24	6	Updated people strategy to be presented to the June Board meeting.	HCorpS	Underway

41(10)	12/02/24	7	Committee chair to give a further assurance to the Board on the health of the Commission.	Committee chair	Underway
41(11)	12/02/24	9	Raise need for early resolution of relocation with sponsor department.	Chief Commissioner	Underway
40(4)	11/12/23	5	People strategy to be revised to include reference to supporting strategic plan delivery once this is approved by sponsor team.	HCorpS	Underway
40(5)	11/12/23	6	Update committee on relocation project at next meeting.	HCorpS	Complete
34 (2)	15/06/22	2	Formal Launch and demo of updated staff handbook on intranet to be arranged.	HCorpS	Underway
34(8)	15/06/22	4	Training plan to be developed for Commissioners around new Northern Ireland Audit Office (NIAO) governance guidance.	HCorpS	Complete