



**Minutes of Human Resource Committee
Meeting Number 31
Wednesday 13 October 2021 at 9.30am 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. The chair indicated that some agenda items would be taken out of sequence.

1. Minutes

The minutes of the meeting held on 25 August 2021 and action list were considered. Updates on the action list were discussed and it was agreed updating the handbook in consultation with the TU is completed as an action and would be a standing agenda item going forward. The minutes were agreed as proposed by Hugh McKeag and seconded by Kieran Donaghy.

AP 1: Minutes of 25 August 2021 meeting to be recommended to the Board for approval.

AP 2: Agenda to include staff handbook as a standing item.

AP 3: Prioritisation of the HR policies document to be made available on line.

2. People Strategy and action Plan

The Head of Corporate Services introduced the people strategy and action plan. A series of updates were outlined including inclusion of a training plan as requested at the previous meeting. The Committee requested amendments to reflect broader responsibility for leadership and managing culture, inclusion of succession planning, Health & Safety, Hybrid working and compulsory training. Additions and changes to the HR Dashboard were also identified.

AP4: People strategy to be amended and an updated version brought to the next Committee meeting.

3. HR Policy development Staff Handbook

The Head of Corporate Services provided an update following the board's decision to include vulnerable adults in the child protection policy. This is being assessed and an update will be provided at the next Board meeting.

AP 5: Staff to review wider approaches to safeguarding policy.

a) Ordinary Parental Leave

The Head of Corporate Services introduced the draft ordinary parental leave 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 supported the approach of a buyout and agreed to recommend the policy to the Board as proposed by Hugh McKeag and seconded by Kieran Donaghy

AP 6: Ordinary parental leave policy to be recommended to Board.

AP 7: Implementation arrangements to be taken forward with TU

b) Use of Electronic Communications

The Head of Corporate Services introduced the draft use of electronic communications policy modelled on the IT assist Northern Ireland Civil Service approach. Following discussion it was agreed to develop a short one page 'do's and don'ts' sheet for circulation to staff and commissioners. It was agreed to recommend the approach for adoption to the Board as proposed by Hugh McKeag and seconded by Kieran Donaghy.

AP 8: Short 'do's and don'ts' sheet to be developed for circulation to staff and Commissioners.

AP9: Use of Electronic Communications policy to be recommended to Board for approval.

CEx left meeting at 10.36am

4. Development of Hybrid Working approach

The Head of Corporate Services gave an update on the engagement with staff and the information received regarding the NICS approach which is to come into effect early 2022. An update would be brought the next HR Committee. Meantime the commission will continue to follow executive guidance on remote working.

5. Demonstration of on line systems

This item was undertaken at the end of the meeting. The Head of Corporate Services provided a demonstration of the on line systems and a number of queries were addressed.

6. HR Dashboard

The committee noted the update and discussed a number of statistics and information provided by HR Connect. Committee members underlined the need for timely conduct of reviews and completion of processes on HR Connect. It was agreed to extend the dashboard to include a range of measures in the people strategy.

AP 10: HR Dashboard to be expanded to include people strategy indicators

7. HR- Related Audit Recommendations

The Committee noted the position on addressing Internal Audit Recommendations related to HR.

8. HR Developments

The Head of Corporate Services gave an update on HR Developments.

9. AOB

No items were raised.

10. Issues for next meeting

Items identified included People Strategy & action plan, Staff handbook policies.

Anne-Marie Watts left the meeting at 11.10am.

Meeting concluded at 11.30am

Date of next meeting 1 December 2021

HR Committee

Register of Outstanding Action Points

Committee Meeting and Action Point	Date Raised	Agenda Item	Action	Owners	Status
31 (1)	13/10/2021	1	Minutes of 25 August 2021 meeting to be recommended to the Board for approval.	HCorpS	Completed
31(2)	13/10/2021	1	Agenda to include staff handbook as a standing agenda item.	HCorpS	Completed
31(3)	13/10/2021	1	Prioritisation of the HR policies document to be uploaded to decision time, commissioner's resource.	HCorpS	Completed
31(4)	13/10/2021	2	People strategy to be amended and an updated version brought to the next Committee meeting	HCorpS	Completed
31(5)	13/10/2021	3	Staff to review wider approaches to safeguarding policy.	HCorpS	Underway
31(6)	13/10/2021	3a	Ordinary parental leave policy to be recommended to Board.	HCorpS	Complete
31(7)	13/10/2021	3a	Implementation arrangements to be taken forward with TU	HCorpS	Completed
31(8)	13/10/2021	3b	Use of Electronic Communications policy to be recommended to Board for approval	HCorpS	Completed
31(9)	13/10/2021	3b	AP 8: Short 'do's and don'ts' sheet to be developed for circulation to staff and Commissioners.	HCorpS	Completed

31(10)	13/10/2021	6	Dashboard to be expanded to include people strategy indicators	HCorpS	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.	HCorpS	Completed
30(9)	25/08/2021	4	Further assurances on CO ₂ monitoring to be sought.	HCorpS	Underway
29(5)	17/02/21	4	People Strategy Action plan updated	HCorpS	Completed
29(5)	17/02/21	6	HR Dashboard to be expanded	HCorpS	Completed
27(3)	12/02/19	3b	Alternative working patterns to be recommended to the Board	HCorpS	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	Completed