



**Minutes of Human Resource Committee  
Meeting Number 22  
Monday 5 December 2016 at 2.00pm in Johns Elliot Solicitors**

**Present:**

Brenda Maitland, Chair  
Geraldine Donaghy, Commissioner  
Steven Cockcroft, Commissioner

**In Attendance:**

Frances McCandless, Chief Executive CCNI  
Aubrey McCrory, Head of Corporate Services  
Jennifer Black, CCNI Administration

**Apologies**

Peter Toner, DfC Observer

The Chair opened the meeting by thanking Commissioner Steven Cockcroft for hosting the meeting again.

**1. Minutes**

The minutes of the meeting held on 19 October 2016 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 19 October 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. Review of potential usefulness of IIP (IIP speaker to attend)**

The chair welcomed Stephanie McCutcheon to the meeting and asked her to provide an overview of IIP and its benefits to the Commission. Details of the 6<sup>th</sup> generation standard were outlined and a range of queries regarding challenges and costs were addressed. The Committee noted some key aspects of the framework, such as values and the people strategy, were currently being progressed. It was agreed to consider taking IIP forward in 2017/18, and in the meantime consideration be given to using the standard to structure the people strategy action plan. Stephanie McCutcheon agreed to forward a sample insights report for information. The Chair undertook to verbally update the Board on the committee's future intention as regards an organisational commitment to IIP.

**AP 2: Chair to brief Board on benefits and proposed approach to IIP.**  
**AP 3: Speaker to provide sample insights report for information.**

#### **4. People strategy action plan**

In light of steps by the Chief Executive to set up a staff group to engage the wider staff and identify feedback and proposals before Christmas, the committee agreed to look at a further draft of the People strategy action plan at its next meeting.

**AP 4: Chair to brief board on further work to finalise the People strategy action plan.**

**AP 5: Further draft of the People strategy action plan to be developed**

#### **5. Staff handbook update**

The Committee noted the update and in particular the discussion with the Trade Union which had identified parts of the NICS handbook that were not applicable. As part of this process several policy areas had been reassessed and identified as potential gaps. These will now be explored in more detail and an assessment brought to the next committee meeting. The Chief Executive highlighted the aim would be to bring priority policies to the next HR Committee meeting.

#### **6. Analysis of Exit Interviews**

The Committee reviewed the report and noted some of the feedback was consistent with issues being raised in the staff survey and the previous culture audit. It was agreed to revise the exit questionnaire.

**AP 6: Exit Interview questionnaire to be revised.**

#### **7. HR Related Audit Recommendations**

The Head of Corporate Services indicated the final outstanding recommendation from 2015/16 regarding travel & subsistence had been cleared. Although all HR related recommendations were cleared it was agreed this agenda item would remain.

The Committee noted that changes by HMRC meant from January 2017 all subsistence claims must be accompanied by a receipt.

#### **8. Issues for next meeting**

In relation to the 2017/18 staffing plans it was noted a timely decision by the sponsor department was needed on 2017/18 resourcing in order to ensure secondments were extended in a timely manner.

**Meeting concluded at 4.10pm.**

**Date of next meeting: Wednesday 8 February at 2pm**

**HR Committee  
Register of Outstanding Action Points**

| <b>Action Point</b> | <b>Date Raised</b> | <b>Agenda Item</b>                        | <b>Action</b>   | <b>Owners</b>        | <b>Status</b> |
|---------------------|--------------------|---|---|----------------------|---------------|
| 1                   | 5/12/16            | 1 - Minutes                               | Minutes of 19 October to be recommended to Board for approval.                    |                      | Complete      |
| 2                   | 5/12/16            | 3 – Review of potential usefulness of IIP | Chair to brief Board on benefits and proposed approach to IIP.                    | Chair HR Committee   | Complete      |
| 3                   | 5/12/16            | 3 – Review of potential usefulness of IIP | Speaker to provide sample insights report for information.                        | Stephanie McCutcheon | Complete      |
| 4                   | 5/12/16            | 4 – People Strategy Action Plan           | Chair to brief Board on further work to finalise the People Strategy Action Plan. | Chair HR Committee   | Complete      |
| 5                   | 5/12/16            | 4 – People Strategy Action Plan           | Further draft of the People Strategy Action Plan to be developed.                 | HR Committee         | Underway      |
| 6                   | 5/12/16            | 6 – Analysis of Exit Interviews           | Exit interview questionnaire to be revised.                                       |                      | Underway      |
| 7                   | 26/5/16            | Staff Handbook                            | Review to be progressed with Trade Union input.                                   | HCorpS               | Underway      |
|                     |                    |   |   |                      |               |