

**Minutes of 10th Meeting of Human Resources Committee
Albany House, 73-75 Great Victoria Street, Belfast
Tuesday 20 November 2018 – 10.30am**

Present: Paul Fitzpatrick (Chair), D Canning, G McAleer, E McDowell, B McGrath, M Culbert.

Apologies: None

In Attendance: Sam Gallaher (Chief Executive), Lesley Dickson (PA to Chief Executive).

1. Welcome, Introduction and Apologies

The Chair welcomed members to the last meeting before Christmas and noted that no apologies had been received.

2. Declarations of Conflicts of Interest.

There were no declarations of conflicts of interest.

3. Minutes of the 9th meeting of the HR Committee - 8 October 2018

The minutes of meeting held on the 8 October 2018 were agreed and adopted.

Proposed by B McG and seconded by GMcA

Matters Arising

The CEO advised that matters arising would be covered in the course of the meeting.

4. HR Issues

Item was taken *In Committee*. Under this item discussion centred on the absence level of one member of staff also the outcome of appeal hearing conducted on 22nd October 2018 concerning a member of staff recently dismissed.

5. Sickness Absence Report (HR/18/10/01)

The CEO presented the Sickness Absence Report to the Committee, advising that other than one member of staff there was no significant issues to report and underlying absence levels remained satisfactory. He indicated that

Action

consideration will be given to include a 12 month rolling average into the monitoring report.

CEO

6. Staff Restructure

This item was taken *In Committee*. Under this item consideration was given to the CEO's proposals for adjustments of the staffing structure and recruitment to vacant posts in light of corporate objectives for the next 3 years. The Committee acknowledged their agreement of the proposed changes.

7. Council Effectiveness Review (Verbal)

The CEO referred to comments from the last Council meeting and asked if the Committee would be content to undertake a review of its effectiveness at the next meeting. Members agreed.

8. Corporate Plan

The CEO reminded Members of the email sent to Council members following discussion of the GTCNI Corporate Plan 2019-22. Members are asked to give thought (ahead of the next Council meeting) to the strategic goals/priorities of the Council and work-streams, particularly in the area of professional services which the Council should consider for 19/20.

9. Internal Review of GTCNI Policies

The CEO advised that Internal Audit had looked at the Council's policies and a draft report had been received. Some concerns have been expressed over several conclusions and the evidence considered. Follow up with the auditors was taking place. The main recommendation emerging was that the Council appeared to have too many policies in this area and some streamlining is warranted. This is similar to feedback received from an initial review by our new HR service provider. The CEO advised that the final report will be sent to the Committee in due course.

CEO

10. Terms of Reference (HR/18/10/02)

Members reviewed the Committee's Terms of Reference and deemed them to be appropriate. The Committee agreed the Terms of Reference.

Proposed by MC and seconded by BMcG

11. NIPSA Recognition Agreement

The CEO indicated that he had met with ■■■ of NIPSA and that it was agreed (as per the agreement) that a joint staff side, management side committee will be established to meet in early 2019. Staff nominations were being confirmed and the Committee considered potential conflict of interest if the management side comprised the Senior Management Team (SMT). It was agreed that the CEO should discuss the matter with SMT to clarify purpose as the Committee's preference would be for SMT to represent the organisation.



12. AOB

CEO

The CEO drew member's attention to the recent reports issued on Global Teacher Status Index (focusing on respect for teachers) and the Education Support Partnership report on Teacher Wellbeing Index. Both of these reports raised issues worthy of consideration by the Council. The CEO proposes discussing some of these issues with DE's workforce team.

13. Date of next meeting – Monday 4 March 2019

CEO

Signed..... Dated