

**DB RESOURCING & PEOPLE COMMITTEE MEETING – 13 November 2018
NOTES & ACTION POINTS**

Members: -

Fiona McCandless	Deputy Secretary – Corporate Services, Rural Affairs and Forest Service Group (Chair)
David Small	Deputy Secretary - Environment, Marine and Fisheries Group
Robert Huey	Deputy Secretary - Veterinary Service and Animal Health Group
Norman Fulton	Deputy Secretary – Food and Farming Group
John Joe O’Boyle	Chief Executive Forest Service
Brian Doherty	Director of Corporate Services
David Reid	Director of Finance
Gail Downey	Strategic Business Partner (NICS HR)
Gerry McPeake	Head of Business Management

Apologies: -

John Joe O’Boyle
David Reid
Gail Downey

In Attendance: -

Roger Downey	Head of Financial Planning - Deputising for David Reid
Mary Drumm	Strategic HR Business Partner (NICS HR) - Deputising for Gail Downey

Secretariat: -

Ray McClurg	Business Management
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Agenda Item	Notes	Action/Owner
1. Welcome & Apologies	Fiona welcomed everyone to the meeting, noted apologies as listed and thanked Roger Downey (deputising for David Reid) and Mary Drumm (deputising for Gail Downey) for attending.	
2. Notes & Action Points from Previous Meetings Paper 1	Fiona reported that at its last meeting the Committee had asked that the Notes and Actions Points (NAP) from its June 2018 meeting be represented in the format used for DB meetings and indicated that on this occasions there were therefore two sets of NAP’s to consider.	

<p>DBR&PC (P1: A1) 13/11/2018</p>	<p>The Committee agreed the NAP document from its June 2018 meeting (A1) could be released for publication.</p> <p>Gerry confirmed progress on the action points from the Committees September 2018 meeting were as included in P1 and provided some further background information.</p> <p>The Committee discussed AP 5 relating to a strategy to address the Department's age profile and considered who would take this forward now that Colin Lewis had transferred.</p> <p>The Committee agreed that: -</p> <ul style="list-style-type: none"> The issue of an aging workforce is a long term issue; that Groups should review the position in their work areas reporting back at the next meeting and that the issue should be raised with NICS HR at the next scheduled meeting, later that week. <p>The Committee agreed the Agenda and NAP documents for its September 2018 meeting could be released for publication.</p>	<p>AP1: Members to review the age profile of staff and bring any concerns to the next meeting and Brian Doherty to raise the issue at the next scheduled meeting with NICS HR.</p> <p>AP 1: Ongoing. NICS HR advised that they are not actively working on any strategy in respect of age profile. Committee to consider if any concerns on age profile within their business area needs to be raised.</p>
<p>3. Review of Committees TOR Paper 2 DBR&PC (P2: A1) 13/11/2018</p>	<p>Gerry reported that the TOR document had been revised; to reflect the Committees revised role, references to individuals had been removed as requested, highlighted that the frequency of meetings was still shown as quarterly and asked the Committee to consider if meetings should be bi-monthly.</p> <p>The Committee agreed: -</p> <ul style="list-style-type: none"> The changes to the TOR. 	<p>AP2: Gerry McPeake to liaise with Sean McGrade to clarify how and when the Committee</p>

	<ul style="list-style-type: none"> • That consideration should be given to holding meetings more frequently and requested that to assist in this assessment clarification should be sought on what DB expected to receive from the Committee and when. 	<p>should report to DB</p> <p>AP 2: Complete. Confirmed that Committee should report to DB quarterly. TOR has been amended to reflect reporting frequency.</p>
<p>4. Headcount and Affordable Staffing Position Paper 3 DBR&PC (P3: A1 & A2) 13/11/2018</p>	<p>Gerry presented the paper to the Committee which noted that: -</p> <ul style="list-style-type: none"> • The Departments FTE was 2,730 with 249 approved vacancies. • The number of staff in post had decreased slightly while the number of vacancies continued to increase. • Information provided by NICS HR on the DAERA vacancy position is currently being considered to establish if the cause of delays can be determined. However, an initial assessment indicates that the time to fill some vacancies is impacted by delays or other actions within business areas. The Committee noted the paper circulated by NICS HR on the review of the vacancy management process including the proposals to introduce Vacancy Management Indicators (VMI's), mainly for NICS HR use but also for Departments • Consideration is being given to developing more specific VMI's for DAERA managers highlighting time frames for each action in the process. These could be used in conjunction with the Vacancy Management Toolkit which NICS HR aim to have available by the end of the year. <p>Following discussion the Committee agreed: -</p> <ul style="list-style-type: none"> • Brexit staffing requirements, as set out in the Brexit Paper provided for the meeting, to be reviewed to identify posts to be filled urgently and that details should be provided to Corporate Services. <p>The Committee noted the content of the financial information detailed in the paper as confirmed by Roger.</p>	

	<p>The Committee also agreed to implement the proposals put forward for future Workforce Planning exercises using the procedures available from NICS HR and to move from a staffing headcount to a staffing complement model to enable compliance with the proposed future Workforce Planning procedures and to reflect Departmental restructuring.</p>	<p>AP 3: Members to review Brexit vacancy requirements and confirm details of post which require urgent action to Corporate Services. AP 3: Complete. Monitoring exercise launched in November and vacancies are being monitored on a fortnightly basis. Tracking spreadsheet used to identify where delays occur.</p>
<p>5. Temporary Promotions and Agency Workers Paper 4 (DBR&PC (P4) 13/11/2018</p>	<p>Gerry presented the paper to the Committee highlighting the latest data available on Temporary Promotions (TP's) and Agency Workers (AW's).</p> <p>The Committee noted the concerns which TP's lasting more than 12 months and AW's being in post for more than 12 months raise in relation to possible legal challenge, as previously highlighted in Industrial Tribunal (IT) cases.</p> <p>The following discussion the Committee agreed that: -</p> <ul style="list-style-type: none"> For TP's rotation should always be considered and that where this was not possible cases should be reviewed to ensure there was need to continue the TP. 	<p>AP 4: Business Management Branch to provide</p>

	<ul style="list-style-type: none"> • AW's cases should be reviewed and if it was necessary to continue the work for a longer period then consideration may need to be given to other alternatives. • More detail is required on TP and AW cases to enable business areas to provide proposals which could lead to reducing the number of TP's and AW's by around 10% in each business area over possibly a 3 – 6 month period. 	<p>Business Areas with further data on TP & AW. All Members to review TP's and AW's in their business areas and identify actions which can be taken to reduce TP's, preferably by at least 10%, for the February meeting.</p> <p>AP 4: Business areas have reviewed ongoing TP/Agency staff. Outcome to be discussed by the Committee on 13/02/19.</p>
<p>6. Brexit Resourcing Paper 5 DBR&PC (P5: A1) 13/11/2018</p>	<p>Gerry presented the paper to the Committee highlighting that 90 Brexit posts had already been filled with a further 114 vacancies being progressed and that a ceiling of 225 posts has been proposed. Gerry also suggested that the Committee may now wish to begin to consider how posts, required post-Brexit, can be funded and how Brexit preparation posts will be managed in the future.</p> <p>The Committee noted: -</p> <ul style="list-style-type: none"> • The contents of the paper and agreed the proposed ceiling (225) for Brexit preparation posts. • The need to identify and keep separate posts required for post-Brexit functions recognising that these requirements could change dramatically depending on the exit process implemented. • That a Finance paper was being prepared on Brexit requirements and funding for 2020/21 Brexit posts would be sought. 	
<p>7. Managing Attendance Paper 6</p>	<p>Gerry presented the paper highlighting that although the projection of 10.1 working days lost for the 2018/19 absence rate was better than the 2017/18 figure (10.5 working days lost) it fell short of the target of 9.45 days contained in the 2018/19 Departmental Balanced</p>	

<p>DBR&PC (P6) 13/11/2018</p>	<p>Scorecard. The Committee also noted the low levels of achievement against the compliance targets</p> <p>It was agreed that:-</p> <ul style="list-style-type: none"> • Stewardship Reports should reflect if compliance targets have not been achieved. • When the next Stewardship Report is commissioned details of compliance rates will also be included. 	<p>AP 5: Roger Downey - Absence Management data to issue to business areas with the next request for update to the Stewardship Report. AP 5: Ongoing. Absence statistics issued to business areas as part of monthly update on Corporate Scorecard. Statist ics not specifically included with commissioning of the 3rd quarter Stewardship Report exercise but will be issued to business areas for the final 2018/19 exercise in March.</p>
<p>8. AOB & Next Meeting (a) AOB</p>	<p>(1) Approval of Senior Posts – Fiona reported that currently there was no Departmental level process for approving new Grade 6 and Grade 5 posts and asked if this is something which the Committee should consider being involved with.</p> <p>The Committee discussed the issue and in principal supported the view that a process should be available within the Department for new posts in addition to the approval at NICS Board. It was also noted that currently there is no process in place for Talent Management or Career Development for Grade 7's (and above) and it was suggested that</p>	

<p>(b) Next Meeting</p>	<p>this could also be included in any process developed.</p> <p>Brian indicated these issues had been raised at DB and he will be preparing a paper for the January DB meeting.</p> <p>(2) Bullying – Brian reported that bullying had recently been raised during the staff engagement work taken forward by Tracey Teague. Brian also reported that consideration was being given to raising the profile of the Harassment Contact Officers in the Department and the recently launched Mediation Service.</p> <p>(3) People Strategy Action Plan – Gerry reported that there was insufficient time remaining this year to develop and achieve new actions for a 2018/19 Action Plan and that the intention was to develop a plan that would reflect outcomes already achieved or under way. This would be used to build on and develop the Action Plan for 2019/20.</p> <p>(4) Relocation – Gerry confirmed that the Staff Handling Plan process for Phase II was almost complete except for the VSAHG return and he asked Robert to expedite this.</p> <p>Confirmed scheduled for 13 February 2019.</p>	
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