

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

Members: -

Colin Lewis	Deputy Secretary - Corporate Services 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
Fiona McCandless	Deputy Secretary – Rural Affairs, Forest Service and Estate Transformation Group
John Joe O’Boyle	Chief Executive Forest Service
Brian Doherty	Director of Corporate Services
David Reid	Director of Finance
Rosemary Agnew	Director of Brexit Programme
Janine Fullerton	Strategic Business Partner (NICS HR)
Gerry McPeake	Head of Business Management

Apologies: -

David Reid
Janine Fullerton

In Attendance: -

Roger Downey	Head of Financial Planning - Deputising for David Reid
John McKeown	Strategic HR Business Partner (NICS HR) - Deputising for Janine Fullerton
Beverly Beggs	Head of Strategic Workforce Planning (NICS HR) – Deputising for Janine Fullerton

Secretariat: -

Ray McClurg Business Management

Agenda Item	Notes	Action/Owner
1. Welcome & Apologies	Colin welcomed everyone to the meeting, noted apologies as listed, welcomed Fiona McCandless and Rosemary Agnew to their first meeting and thanked Roger Downey (deputising for David Reid) and Beverly Beggs and John McKeown (deputising for Janine Fullerton) for attending.	

<p>2. Publication of Documents & Review of TOR Paper 1 DBRC (P1: A1 & A2) 13/09/2018</p>	<p>Colin presented the paper and highlighted the key elements of the Department’s Publication Scheme and the impact on the Sub-Group.</p> <p>The Group agreed:-</p> <ul style="list-style-type: none"> • The Sub-Group would become known as a Departmental Board Committee • The Agenda, notes and action points would follow the same format as DB and other Board Committee meetings <p>The notes and actions points from the June meeting would be redrafted to reflect the new format and resubmitted for approval.</p> <p>Gerry reported that a number of amendments were required to the Committees TOR to reflect the requirements of the publication scheme, changes in Departmental structure and personnel, and that consideration was required on inclusion of additional areas of responsibility for the Committee.</p> <p>The Committee agreed: -</p> <ul style="list-style-type: none"> • The TOR should be revised to reflect: - <ul style="list-style-type: none"> (a) The Committees revised title i.e. Resourcing & People Committee. (b) Membership of the Committee to reflect title rather than individually named members (c) One place should be allocated to the Strategic Business Partner (NICS HR) with other NICS HR representatives being invited to attend as required. (d) Continued membership of the Chief Executive Forest Service to be reviewed within that Group. (e) The Committees remit should be extended to include; Absence Management, review of Health & Safety Policies (DB to retain responsibility) and the People Strategy Departmental Action Plan. 	<p>AP 1: Prepare reformatted NAP document for June meeting and revised TOR for Committee to reflect; the requirements of Publication Scheme, areas of responsibility and structure of the Committee. (Ray McClurg)</p> <p>AP 1: Actioned – draft reformatted NAP document and revised TOR document provided for consideration at November meeting.</p> <p>AP 2: Consider on-going</p>
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		<p>membership of FS Chief Executive. (Fiona McCandless)</p> <p>AP 2: Actioned – Confirmed to remain a member.</p>
<p>3. Notes & Actions Points From Last Meeting Paper 2 DBRC (NAP) 13/09/2018</p>	<p>Gerry reported that all action points had been completed and updates provided to members.</p>	
<p>4. Headcount and Affordable Staffing Position Paper 3 DBRC (P3: A1 & A2) 13/09/2018</p>	<p>Gerry presented the paper to the Committee which noted that: -</p> <ul style="list-style-type: none"> Staffing details were provided against the previous and current Departmental structures. The Departments FTE was 2,734 with 232 approved vacancies The number of staff in post had decreased slightly while the number of vacancies continued to increase. <p>The Committee noted the update and agreed that a detailed analysis of vacancies should be carried out to provide more information about the methods to fill, vacancy duration and causes of delay</p> <p>The Committee also agreed that a Workforce Planning exercise should be carried out with a focus on identifying future demands, assessing how demands could be met and staff profiling.</p> <p>The current age profile within the Department, particularly at some P&T grades, was discussed and it was agreed that there was a need to develop a strategy for dealing with this.</p> <p>The number of agency staff within the Department was noted and the fact that they did not reflect in the headcount limit figures. It was agreed that Finance Division would review how agency staff were reflected following final Departmental restructuring.</p>	<p>AP 3: Provide analysis of DAERA vacancies highlighting reasons for delays. (NICS HR)</p> <p>AP 3: Ongoing - analysis still being carried out and update provided for November meeting.</p> <p>AP 4: Provide proposals for a Workforce Planning Exercise. (Gerry</p>

		<p>McPeake/NICS HR)</p> <p>AP 4: Ongoing – plans for a workforce planning exercise developed and update provided for November meeting.</p> <p>AP 5: Consider development of strategy on the age profile of staff. (Colin Lewis)</p> <p>AP 5: Ongoing - Committee to consider further at November meeting.</p> <p>AP 6: Consider how agency staff are reflected in headcount following restructuring. (Roger Downey)</p> <p>AP 6: Agency staff not incorporated into the headcount model as there is no long term funding implications. Agency staff are included in forecasting Departmental projected salary costs. Finance Division will revisit the management of agency staff in development of a staff complement</p>
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		model to reflect the updated structure.
<p>5. Brexit Resourcing Paper 4 DBRC (P4: A1, A2 & A3) 13/09/2018</p>	<p>Gerry presented the paper to the Committee highlighting that 78 Brexit posts had already been filled with a further 121 vacancies being progressed.</p> <p>Following discussion about approval for Brexit posts it was agreed that the Brexit Board would set a limit/ceiling on the number of affordable Brexit posts and that the Brexit Board would have the autonomy to approve posts within that figure. The issue of approval would only escalate to the Resourcing & People Committee if the ceiling was exceeded.</p> <p>The Committee noted that the recent Gd3 exercise on the Summary of Brexit Resourcing Approach highlighted that all actions were being taken to comply with the NICS HR action plan but that there were some concerns about delays in backfilling posts as a result of filling Brexit posts.</p>	<p>AP 7: Consider limit/ceiling for affordable Brexit posts. (Norman Fulton)</p> <p>AP 7: Actioned - Brexit Board to work with a ceiling of 225 approved Brexit posts and if it seems this level may be exceeded the Committee will be consulted.</p>
<p>6. AOB & Next Meeting (i) AOB</p>	<p>(a) Colin reminded the Committee of the note recently circulated by Gerry McPeake seeking Work Experience Placements for people with disabilities and encouraged members to assist.</p> <p>(b) Colin referred the Committee to the note circulated by him in July highlighting that a Job Evaluation process exists and it should be used more widely.</p> <p>(c) Norman reported to the Committee that the technical staff Grading Review was almost completed.</p>	<p>All Members</p> <p>All Members</p>
<p>(ii) Next Meeting</p>	<p>Confirmed scheduled for 13 November.</p>	