

**DB RESOURCING SUB-GROUP (COMMITTEE) MEETING – 25 June 2018  
NOTES & ACTION POINTS**

**Members: -**

Colin Lewis	Deputy Secretary - Corporate Services Group
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
Graeme Wilkinson	Director of Brexit Programme
Janine Fullerton	Strategic Business Partner, NICS HR
Gerry McPeake	Head of Business Management

**Apologies: -**

Colin Lewis  
Fiona McCandless  
David Reid  
Gerry McPeake  
Janine Fullerton  
Mark Goodfellow (NICS HR).

**Attendees: -**

Norman Fulton (Chair)  
Robert Huey  
David Small  
John Joe O’Boyle  
Brian Doherty  
Graeme Wilkinson  
Roger Downey                      Head of Financial Planning - Deputising for David Reid  
Gail Downey                        Business Partner - Deputising for Janine Fullerton  
Beverly Beggs                      Head of Strategic Workforce Planning (NICS HR)  
Lisa Morgan                         Head of Vacancy Management (NICS HR)  
Mark Wilson                         Vacancy Management (NICS HR)

**Secretariat: -**

Ray McClurg                        Business Management

Agenda Item	Notes	Action/Owner
<p><b>1. Welcome &amp; Apologies</b></p>	<p>Norman welcomed everyone to the meeting, noted apologies as listed and thanked; Beverly Beggs, Lisa Morgan and Mark Wilson from NICS HR for attending to make a presentation and Roger Downey (deputising for David Reid) and Gail Downey (deputising for Janine Fullerton) for attending.</p>	
<p><b>2. NICS HR Resourcing Team (Paper 1)</b></p>	<p>Norman invited the NICS HR Team to make their presentation covering developments on Workforce Planning and the review of the Vacancy Management processes.</p> <p>In discussion during and after the presentation the Group noted that a number key issues had been raised: -</p> <ul style="list-style-type: none"> <li>• The importance of detailed workforce analysis to support better competition forecasting and inform succession planning.</li> <li>• The role of NISRA in providing forecasting models for general service grades and scenario planning taking account of issues such as; budget, age, Brexit and vacancies.</li> <li>• The requirement for staffing baselines (headcount) to be clarified to support more accurate workforce planning</li> <li>• The level of vacancies and the impact on business areas, particularly in relation to filling specialised posts with currently 200 vacancies with a possible 40 more under consideration.</li> <li>• With current staff in post numbers if all vacancies were filled costs would exceed budget - although currently unlikely that more than 10% of vacancies will be filled.</li> <li>• The important role business areas play in the vacancy management process; preparing new Candidate Information Booklets/Job Descriptions, submitting Funding and Headcount Forms, availability of staff for interview panels and considering staff from priority pools.</li> <li>• NICS HR is currently developing; KPI's, Guidance Notes and a Tool Kit for NICS HR and line-managers for the vacancy management process.</li> <li>• It is necessary for all those involved to engage to; identify the staffing baseline, in developing KPI's</li> </ul>	<p>NICS HR Vacancy Management and Gail Downey</p> <p><b>AP1:</b> - Details of where delays occur in the vacancy management process to be provided. Actioned: Information received from NICS HR and issued to Sub Group members on 28 June.</p> <p><b>AP2:</b> - Develop KPI's, guidance for managers and establish why it takes so long to fill vacancies. Ongoing: NICS HR confirmed KPI's and Guidance for managers on reducing delays are being developed.</p>

	and guidance for managers and to establish why it is taking so long to fill vacancies.	
<b>3. Action Points</b> (Paper 2): - 27 <sup>th</sup> November 2017 Meeting	Ray reported that action points had been actioned.  <b>AP2:</b> - Continue to progress filling the 70+ posts agreed for Brexit. Group Heads to confirm resourcing needs to Gail Downey.	All Group Heads in conjunction with Gail Downey. <b>AP 2 (Carried Forward) – Ongoing: 66</b> Brexit posts now filled and work continues to fill a number of others.
<b>4. Headcount and Affordable Staffing Position</b> (Paper 3)	Norman presented the paper and the Group noted the following points: - <ul style="list-style-type: none"> <li>• Sufficient funding is available for Brexit posts this year (2018/19) and all Brexit expenditure must be recorded against Brexit cost centres.</li> <li>• DAERA has been allocated an additional £4.5m for Brexit costs, £3.5m of which will be allocated immediately.</li> <li>• Currently no issues identified with getting Brexit posts filled but there are issues with backfilling vacancies left by staff moving to Brexit duties which means other funds are not being used.</li> <li>• The current headcounts figure is based on available budget.</li> </ul> The Group agreed that: - <ul style="list-style-type: none"> <li>• A workforce planning exercise should not be carried out at present and that a decision could be made at the next meeting, when there should be more information available on; headcount (baseline), age profile, budget and the vacancy position.</li> </ul>	
<b>5. Brexit Resourcing</b> (Paper 4)	The Group noted that: - <ul style="list-style-type: none"> <li>• The Brexit Board had approved additional posts at its last meeting and that now there were 200 Brexit posts approved with more approvals likely.</li> </ul>	Gail Downey <b>AP 3: – Gail Downey to consult NICS Vacancy</b>

	<ul style="list-style-type: none"> <li>• This was a key priority work area in which there were now 90 plus vacancies which needed to be filled.</li> <li>• Temporary promotions (TP's) could be used, to fill vacancies, and consideration should be given to opening up Trawls to staff from other departments.</li> <li>• Moving staff to Brexit posts increases risks in other areas and that this should be highlighted to the Risk Review Group.</li> </ul> <p>The group agreed that: -</p> <ul style="list-style-type: none"> <li>• Details of where gaps and risks arise, due to staff moving to Brexit work, need to be identified and that this could be actioned with the update to the Summary of Brexit Resourcing Approach which is due to issue.</li> </ul>	<p>Management to establish if DAERA Trawls for staff for Brexit posts can issue NICS wide.</p> <p>Actioned: NICS HR stated that the Elective Transfer process, operated by HR Connect, could be used if required.</p> <p>All Group Heads in conjunction with BMB</p> <p><b>AP 4: – Details of gaps and risks resulting from staff moving to Brexit posts to be identified with the update of the Flexible Approach to Brexit Resourcing due to issue in July.</b></p> <p>Actioned: Data collected with update for presentation at September meeting.</p>
<p><b>6. AOB &amp; Next Meeting</b>  <b>AOB – (i) Absence Management</b></p>	<p><b>Absence Management –</b>  The Group noted that: -</p> <ul style="list-style-type: none"> <li>• Michael Cooke was unable to attend the September meeting but was available to attend in November.</li> <li>• NICS Board had received a presentation on trying to reduce 'days lost' and that a paper would follow and that this issue could be left until DB received the paper.</li> </ul>	

<p><b>(ii) Next Meeting</b></p>	<ul style="list-style-type: none"> <li>Colin and Brian were going to arrange a meeting with Michael in the interim and would circulate any information they obtained.</li> </ul> <p><b>Next Meeting –</b> Confirmed scheduled for 13 September.</p>	<p>Colin Lewis/Brian Doherty  <b>AP5: - Meeting to be arranged with Michael Cooke and update provided.</b>  Actioned:  Meeting held on 24 July and update circulated to members on 25 July.</p>
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