

Paper O1

Human resources advisory group (HRAG)
Report on recent work

United Church 2016
Church 2016
Reformed Church 2016
Church 2016

Paper 01



Human resources advisory group

Report on recent work

Basic Information

Contact name and email address	Keith Webster kwebsterwms@btinternet.com
Action required	For information
Draft resolution(s)	None

Summary of Content

Subject and aim(s)	Report providing an update on the recent work of HRAG
Main points	
Previous relevant documents	Previous HRAG reports to Mission Council
Consultation has taken place with...	Senior staff at Church House

Summary of Impact

Financial	The new staff post for Retired Ministers' Housing has been considered and budgeted for by the Housing Society
External (e.g. ecumenical)	None.

HRAG: report on recent work

1. Membership

Keith Webster (convenor), Alastair Forsyth, Bridget Fosten, Mike Gould, Peter Pay, the Revd John Proctor, General Secretary, Jane Baird, Deputy General Secretary (Administration & Resources)

These people bring a wide range of skills in diverse aspects of human resources (HR).

2. Remit

HRAG was established in October 2012 and its remit was renewed by the May 2015 meeting of Mission Council. The remit is to provide a unified reference point on HR matters for Mission Council/General Assembly/Trust and Church House personnel.

3. Routine work report, October 2015-January 2016

3.1 The following job descriptions and posts have been reviewed:

Under the renewed remit HRAG reviews the job descriptions and person specifications for Assembly Appointments. Other staff posts are only reviewed as a consequence of major changes.

Staff posts. Production and Marketing Officer, *Reform*
Regional Property Manager, Retired Ministers Housing Society

3.2 **Assembly committee convenor** – role descriptor

Following the review of the requirements of the role of an Assembly Committee Convenor a draft 'role descriptor' was prepared. This was circulated to all Assembly committee convenors and the General Assembly Moderators for comment. The draft generated considerable interest and, as is often inevitable when something is put down on paper for the first time, a range of issues and queries came to the fore. These were related not only to the draft but also more generally to what could be classed as 'committee issues'.

The draft has been amended as a result of the comments received and has the aim of being indicative rather than prescriptive. Hence it was still felt that the requirements could best be set out in a leaflet in the *So they have asked me to be a ...* series so enabling, in particular, prospective convenors to be able to consider what is entailed in the role. Accordingly, arrangements will be made for the production of a draft leaflet – we are speaking with the communications department about the best way to make this information available.

3.3 **Policies and procedures review**

The review of the HR policies and procedures which apply at Church House has now been completed with the ratification of the following final four policies:

- Harassment and bullying
- Whistleblowing
- Anti-bribery
- Equalities

The complete suite of policies will be available to the synods in due course and can be modified to meet their needs.

Appropriate training at Church House with regard to the policies and procedures has taken place and this has involved not only Church House staff but also staff from four synods and two Resource Centres for Learning.