

Paper O

Human Resources Advisory Group
(HRAG)

Church 2014
United
Church **Reformed**
Church Church 2014



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Basic Information

Contact name and email address	Keith G. Webster kwebsterwms@btinternet.com
Action required	For information
Draft resolution(s)	None
Alternative options to consider, if any	

Summary of Content

Subject and aim(s)	Report providing an update on the recent work of HRAG.
Main points	
Previous relevant documents	
Consultation has taken place with...	

Summary of Impact

Financial	
External (e.g. ecumenical)	

Human Resources Advisory Group (HRAG)

There are three elements to the HRAG report:

1. Routine work
2. General Secretariat review: the three deputy general secretary job descriptions
3. HRAG: review of the role

Current membership of HRAG for information:

Keith Webster (convener), Alastair Forsyth, Mike Gould, Peter Pay, Revd Wendy White.

In attendance: the Revd Roberta Rominger (general secretary), Sandi Hallam-Jones (interim human resources manager).

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

HRAG was established in October 2012 until July 2015 with a remit to provide a unified reference point on HR matters for Mission Council (General Assembly), the URC Trust and Church House personnel.

1. **Routine work report** – November 2013 to March 2014

1.1 The following job descriptions and/or posts have been considered:

Assembly Appointments

National rural officer – this is a joint post with the Methodist Church and was seen as an important part of the URC's outreach, in this case to the rural communities.

Staff posts

Retired Minister's Housing Society (RMHS) – further work on the organisation structure was carried out and there are now three jobs with a specific focus on the acquisition of properties and the development of maintenance programmes. These jobs are senior administrator, administrative assistant, and property adviser and deputy secretary to RMHS. Having been reviewed and approved by HRAG, these posts were submitted for evaluation to determine the appropriate salaries on the URC scale.

Administrator, Racial Justice and Intercultural Ministry – the range of the support work has broadened with a consequent impact on the nature of the job and hence the change to administrator.

1.2 **Policies Review**

Work has started on the review of the current set of HR policies which apply at Church House with a view to enhancing them as appropriate. To date the Employment Policy and Redundancy Policy have been reviewed.

It should be noted that the Employment Policy now states explicitly that at Church House we will pay the living wage at the prevailing London rate, rather than the minimum wage, in accordance with Resolution 33 of General Assembly in 2008.

2. General Secretariat Review

Following the Mission Council meeting in November 2013 and the submission of the revised Paper O2 (the amended job description for the DGS Administration and Resources), the job descriptions for both the DGS Discipleship and DGS Mission were similarly amended and were then to be made available on the URC website prior to the commencement of the recruitment and appointment processes.

3. Review of the role of HRAG

In November 2013 HRAG had been in existence for one year and hence it seemed appropriate for HRAG to step back and assess progress to date on the nature of the work that had been undertaken, interfaces with operational HR and line management, and the extent to which the 2013 remit to provide a unified reference point on HR matters had been met. This work is currently underway with the aim of ensuring that HRAG is able to give appropriate support to both HR and line management.