



MISSION COUNCIL
13 – 15 MAY 2013

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Human Resources Advisory Group (HRAG) General Report

There are four elements to the HRAG report:-

- 1) Routine work
- 2) Interim HR arrangements
- 3) Staffing Issue
- 4) Recommendations arising from Mission Council resolution agreed in October 2012 in relation to paper E, reporting on the review of the General Secretariat. (separate paper)

Current membership of HRAG for information:

Revd Rowena Francis (convener until May 2013),
Alastair Forsyth;
Mike Gould,
Peter Pay,
Keith Webster (convener from May 2013),
Revd Wendy White.

In attendance Revd Roberta Rominger General Secretary, Ruth Lovelace Human Resources Officer.

These people bring a wide range of skills in diverse aspects of Human Resources (HR).

1 Routine work report

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) / Trust and Church House personnel.

Since then HRAG has:-

- 1.1 Overseen the Youth and Children's Work Committee restructuring of the staff posts as agreed by Mission Council in October 2012. This has led to the appointment of Karen Morrison as Head of Youth and Children's Work Development using professional advice and following laid down redundancy procedures. The second senior staff post of Youth and Children's Work Programme Officer is being recruited. YCW work is supported by two Personal Assistant posts.
- 1.2 With Managers and budget holders agreed recruitment in line with the policy that, given the budgetary constraints, only essential posts can be filled.
- 1.3 During the General Secretariat review and in undertaking this HR advisory work HRAG has identified anomalies in central URC employment practices and appointments that will require further exploration and discussion.

The following job description and / or posts have been considered:

General Assembly posts:-

Secretary for Ministries – subject to resolution.

Secretary for World Church Relations - subject to resolution.

Secretary for Ecumenical Relations – subject to resolution.

Secretary for Church and Society who is a member of Joint Public Issues Team. This is a new appointment following the departure of Frank Kantor. An interim secondment was put in place to cover this post while recruitment took place.

Honorary Treasurer (renewal of John Ellis 10/12) and Deputy Honorary Treasurer (currently being sought). HRAG has offered advice on the job descriptions for these honorary roles although nomination and appointment lies with others.

Staff posts.

Safeguarding Officer – a joint post shared with the Baptist Union. No appointment was made on the first round of recruitment when this was advertised as a Baptist post. As a consequence the decision was made that the post would be re-advertised with the URC as the employer.

Services will be provided to the Baptists via a Service Level Agreement.

Editor of Reform – recruited.

Principal of Westminster College – recruitment in progress.

Records Manager (maternity leave cover) – a temporary appointment has been made.

2 Interim Human Resources – general

HRAG expresses its gratitude to Ruth Lovelace and Helen Bird for their hard work in sustaining the HR office in the absence of a senior member of staff.

Carmila Legarda - Director of Development & Personnel for the Methodist Connection and Sandi Hallam-Jones URC Trust Secretary have been providing high level advice.

Unfortunately no appointment of an HR Manager was made on the first round of recruitment in February 2013 following Mission Council agreement to this post. HRAG is pursuing interim options in regard to this.

3 Interim Staffing Issue

In January HRAG's attention was drawn to the fact that as Revd Richard Mortimer had tendered his resignation as Deputy General Secretary with effect from May that there would be a capacity issue while recruitment and / or any changes agreed arising from the review of the General Secretariat are implemented.

HRAG completed a review of the current work undertaken by the General Secretary and Deputy General Secretary and are recommending the appointment of a short term Interim Assistant General Secretary (IAGS) to cover some of the work, mainly line management responsibilities, and have arranged interim cover for other aspects of the work of the DGS. This will be on terms of settlement that are the equivalent of a 50% stipendiary minister. This is subject to resolution.

4 Recommendations arising from MC resolution agreed in October 2012 in relation to paper E, reporting on the review of the General Secretariat (see separate paper)

Resolutions

- 1) Mission Council, acting on behalf of General Assembly, extends the appointment of the Revd Craig Bowman as Secretary for Ministries until August 31st 2015.
- 2) Mission Council, acting on behalf of General Assembly, extends the appointment of the Revd Jane Rowell as Secretary for World Church Relations until August 31st 2015.
- 3) Mission Council, acting on behalf of General Assembly, extends the appointment of the Revd David Tatem as Secretary for Ecumenical Relations until August 31st 2015.
- 4) Mission Council agrees to the appointment of the Revd David Grosch-Miller as Interim Assistant General Secretary for a short term period to end at the latest by the 30th June 2014.
- 5) Resolutions arising from the Mission Council October 2012 resolution as per the HRAG paper on the review of the General Secretariat.

Rowena Francis
Convener HRAG

April 2013