

Paper O1

Human Resources Advisory Group (HRAG)
Report

United Church 2015
Church 2015
Reformed Church 2015
Church 2015



Paper 01

Human Resources Advisory Group (HRAG) Report

Basic Information

Contact name and email address	Keith G. Webster kwebsterwms@btinternet.com
Action required	For information.
Draft resolution(s)	

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) Report

Current membership of HRAG for information:

Keith Webster (convener),
Alastair Forsyth;
Bridget Fosten
Mike Gould,
Peter Pay,
Revd John Proctor, general secretary
Jane Baird, deputy general secretary (administration & resources)

We were pleased to welcome Bridget to the November 2014 meeting.

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)/Trust and Church House personnel.

A separate report regarding the future of HRAG is being presented to Mission Council.

Routine work report November 2014 – April 2015

1.1 The following job descriptions and posts have been reviewed:

Assembly Appointments

Crcw development worker – this has been operated as a job share, with two part-time appointments. Following the departure of one of the two ‘job sharers’ this has now become one full-time appointment. The job description was amended to reflect this fact and also take account of other recent changes.

Staff posts:

Senior graphic designer – amended to include web site responsibilities.
Assistant to graphic designer/printer & print estimator
Press and media officer
Data analyst & administrator, ministries
IT manager

1.2 **Policies and Procedures Review**

The review of the current set of HR policies and procedures which apply at Church House continues with a view to enhancing them as appropriate.

To date the following policies and procedures have been or are under review:

- Recruitment Policy
- Contract of Employment
- Disciplinary Procedure
- Flexible Working policy
- Redundancy Policy
- Working Time Guidelines

Appropriate training at Church House with regard to the policies and procedures is also being linked to the reviews.