

Paper O1

Human Resources Advisory Group (HRAG)
Report on recent work

Church 2015
United
Church 2015
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Church 2015
Church



Paper 01

Human Resources Advisory Group Report on Current Work

Basic Information

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|---------------------------------------|--|
| Contact name and email address | Keith G. Webster kwebsterwms@btinternet.com |
| Action required | Take note. |
| Draft resolution(s) | None |

Summary of Content

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|---|--|
| Subject and aim(s) | An update on the recent work of HRAG |
| Main points | Highlighted at the head of each paragraph below. |
| Previous relevant documents | |
| Consultation has taken place with... | Convenors and Church House staff, re role descriptions. LPAG re Line Management of General Secretary. |

Summary of Impact

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|-----------------------------------|------------------------------------|
| Financial | No new spending has been proposed. |
| External (e.g. ecumenical) | None. |

HRAG: report on recent work

1. Current membership of HRAG:
 - 1.1 Keith Webster (Convenor), Alastair Forsyth, Bridget Fosten, Mike Gould, Peter Pay, John Proctor (General Secretary), Jane Baird, (DGS [Admin & Resources]).
 - 1.2 These people bring a wide range of skills in diverse aspects of Human Resources.

2. **Remit of HRAG**
 HRAG was established in October 2012, and its remit was renewed at the May 2015 meeting of Mission Council. The remit is to provide a unified reference point on HR matters, and so to support the work of Mission Council, Assembly, the URC Trust and the staff of Church House.

3. **The following job descriptions and posts have been reviewed** between May and September 2015. Under its 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.
 - 3.1 Assembly Appointments:
 Secretary for Global and Intercultural Ministries
 - 3.2 Staff posts.
 Secretary for RHMS and Deputy Secretary to the URC Trust;
 IT Manager;
 Publications Officer;
 Programme Officer for Global and Intercultural Ministries;
 Payroll Officer.

4. The demands of the role of an **Assembly committee convenor** have also been reviewed. It was felt that these could best be summarised in a leaflet in the “*So they have asked me to be*” series.

5. **Policies and Procedures Review.** A review continues of the HR policies and procedures at Church House, with a view to enhancing these as appropriate.
 - 5.1 The Recruitment Policy is the latest policy to be reviewed and finalised.
 - 5.2 Appropriate training at Church House with regard to the policies and procedures is also being linked to the reviews.

6. **Line Management, General Secretary**
 In November 2014 Mission Council requested the Law and Polity Advisory Group to consult with the General Secretary and Deputy General Secretaries (once the new appointees were all settled in post) on an appropriate line management mechanism. HRAG indicated its desire to be consulted as part of this process and subsequently sent a detailed submission and recommendation to LPAG about the line management of the General Secretary.

