

Paper 01

Human Resources Advisory Group

Report on Recent Work

Church 2017
United
Church **Reformed**
Church 2017



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Human Resources Advisory Group Report on Recent Work

Basic Information

Contact name and email address	Geoff Shaw geoffshaw2810@sky.com
Action required	
Draft resolution(s)	

Summary of Content

Subject and aim(s)	To update Mission Council on the recent work of the group.
Main points	
Previous relevant documents	Previous HRAG reports to Mission Council.
Consultation has taken place with...	General Secretary, Church House staff.

Summary of Impact

Financial	
External (e.g. ecumenical)	None

HRAG: report on recent work

1. Membership

Geoff Shaw (Convenor), Alastair Forsyth, Bridget Fosten, Mike Gould, the Revd John Proctor (General Secretary), Jane Baird (Deputy General Secretary: Administration and Resources).

These members bring to the group a wide range of HR and management experience within the Church, the Public Sector and in Industry.

2. Remit

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

3. Routine Work report, April 2017 to September 2017.

3.1 The following job descriptions have been reviewed:

Under its remit HRAG reviews Job Descriptions and Person Specifications for Assembly appointments. Other staff posts are only reviewed as a consequence of major changes.

- a) Three job descriptions from the Education and Learning department related to the introduction of the *Stepwise* programme in 2018.
- b) Six job descriptions regarding amendments to support and administrative roles.

Where appropriate line managers were interviewed by the HRAG team to further understand the new or amended job descriptions.

3.2 Salary Changes

Where the job descriptions in 3.1 were accompanied by documents requesting a salary review these were assessed in relation to the current pay bands and will be remitted to the Remuneration committee.

3.3 Policies and Procedures Review

The review of those policies and procedures which apply at Church House continues. The following are scheduled for review before the end of 2017:

- Anti-Bribery
- Equalities
- Whistle Blowing
- Harassment and Bullying

Appropriate training will continue to ensure understanding of these policies and procedures. Although this takes place at Church House it was noted that the training programmes are open to synod and local church staff.

