

# Paper O1

Human Resources Advisory  
Group (HRAG)

Church 2013  
**United**  
Church **Reformed**  
**Church** Church 2013



# Paper 01

## HUMAN RESOURCES ADVISORY GROUP (HRAG): General Report

### Basic Information

<b>Contact name and email address</b>	Keith G. Webster kwebsterwms@btinternet.com
<b>Action required</b>	For information
<b>Draft resolution(s)</b>	
<b>Alternative options to consider, if any</b>	

### Summary of Content

<b>Subject and aim(s)</b>	Report providing an update on the recent work of HRAG
<b>Main points</b>	Recent Appointments Interim HR Arrangements in Church House
<b>Previous relevant documents</b>	
<b>Consultation has taken place with...</b>	

### Summary of Impact

<b>Financial</b>	The posts described are within existing budget provision.
<b>External (e.g. ecumenical)</b>	

# Human Resources Advisory Group (HRAG)

## General Report

*There are three elements to the HRAG report:-*

- 1) Routine work
- 2) Interim HR arrangements
- 3) The review of the General Secretariat has continued following the resolutions agreed at Mission Council in May 2013 and the report on this work is contained in a separate paper.

*Current membership of HRAG for information:*

Keith Webster (convener from May 2013)  
Alastair Forsyth  
Mike Gould  
Peter Pay  
Revd Wendy White

*In attendance:*

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 expresses its gratitude to Rowena Francis, as Convener, who steered in the first instance the Staffing Advisory Group and subsequently HRAG through the General Secretariat review, at the same time ensuring that the routine work was undertaken.

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.

### **Routine work report – May to September 2013**

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

*General Assembly posts:*

**Secretary for Church and Society** who is a member of Joint Public Issues Team  
A successful appointment was made and Andrew Bradstock, who held the same post between 2000 and 2005, starts in post on 16 September 2013.

**Principal of Westminster College** – recruitment in progress.

*Staff posts:*

**Safeguarding Officer** – a joint post shared with the Baptist Union. An appointment was made on the second round of recruitment when this was advertised as a URC post and the new Safeguarding Officer, Amy Slennett started in post on 8 July 2013. Services will be provided to the Baptists via a Service Level Agreement.

**Children's & Youth Work Programme Officer** – a successful appointment was made and Natalie Husk started in post on 1 July 2013.

**Children's & Youth Work Support Staff** – PA to the Head of C&YW – recruitment is in process following the departure of the previous incumbent at the end of July.

**Property Maintenance Assistant – Retired Minister's Housing Society** – action had been taken to review the operation. Having put in place a robust system for acquiring properties the next stage was to put in place a similarly robust maintenance system. This post will build a short, medium and long term maintenance programme for all properties, both new and old, in order to maintain a level of service that enables the Society to meet its legislative and moral duties as Landlord.

## Interim Human Resources arrangements

As was noted in the report to May 2013 Mission Council, no appointment of an HR Manager was made on the first round of recruitment in February 2013 and consequently HRAG was pursuing interim options in this regard.

HRAG is pleased to report that Sandi Hallam-Jones, URC Trust Secretary, who had been providing high level HR advice, has taken on the role of Interim HR Manager with effect from 19 May 2013. The appointment is part time (2 days per week).

The priorities for the role are:

- ongoing HR support
- an audit of current processes and procedures (the report to May Mission Council noted that anomalies in central URC employment practices had been identified during the General Secretariat review)
- identification of the longer term HR requirements.