

Paper O1

Human Resources Advisory Group Report

Church 2014
United
Church **Reformed**
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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)	None
Alternative options to consider, if any	

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

There are three elements to the HRAG report:-

1. Routine work
2. General secretariat review
3. HRAG – review of the role

Current membership of HRAG for information:

Keith Webster (convener)

Alastair Forsyth

Mike Gould

Peter Pay

Wendy White stood down as a member in May 2014.

(The process of finding a new member for the group is currently underway.)

John Proctor, general secretary

Jane Baird deputy general secretary (administration and resources).

We were pleased to welcome both John and Jane to the July 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.

1. Routine work report – April 2014 – October 2014

1.1 The following job descriptions and posts have been reviewed:

Assembly Appointments

Secretary for ministries

CRCW development worker

Secretary for ecumenical relations – the job title has now been changed to secretary for ecumenical and interfaith relations

Secretary for world church relations

Secretary for church and society

Secretary for racial justice and multicultural ministry – the job title has now been changed to secretary for racial justice and intercultural ministry

Staff posts

Senior graphic designer – amended to include web site responsibilities.

1.2 Post extensions

Secretary for church and society – changed from a two year contract to an open ended appointment.

Editor, *Reform* – extended to 30 June 2015 from 31 December 2014 to accord with the completion of the review of the communications department.

Fresh Expressions co-ordinator – extended to 31 December 2014 from 31 August 2014 to accord with the completion of the review of the mission department.

1.3 Policies review

Work continues with the review of the current set of HR policies which apply at Church House with a view to enhancing them as appropriate. To date the employment policy and redundancy policy have been reviewed and the recruitment policy is now under review.

2. General secretariat review

Following the Mission Council meeting in November 2013 and the submission of the revised Paper O2 (the amended job description for the deputy general secretary (administration and resources), the job descriptions for both the deputy general secretary (discipleship) and deputy general secretary (mission) were similarly amended and were then to be made available on the URC web site prior to the commencement of the recruitment and appointment processes.

Appointments for deputy general secretary (mission) and deputy general secretary (administration and resources) have been made. The deputy general secretary (discipleship) post has been re-advertised.

The general secretariat review undertaken by HRAG has now been completed.

3. Review of the role of HRAG and the nature of the work

In November 2013 HRAG had been in existence for 1 year and hence it seemed appropriate for HRAG to step back and assess the progress to date – the nature of the work that had been undertaken, the interfaces with operational HR and line management, and the extent to which the remit to provide a unified reference point on HR matters, as approved in 2013, had been met.

HRAG's prime concern is with the broader HR policies and issues, with the HR department and line managers being responsible for what can be termed the operational HR aspects of their work.

One particular area of HRAG's work is with regard to posts and job descriptions. The former Staffing Advisory Group (SAG) was only concerned with Assembly appointments, providing an independent review of the requirement for a post and hence the terms of the associated job description. Since the establishment of HRAG a wider range of posts at Church House has fallen within this 'review remit' and as a consequence the range of posts and job descriptions to be reviewed by HRAG is currently under consideration.

The terms of reference for HRAG are also under review bearing in mind that, apart from ensuring the provision of a unified reference point on HR matters, Mission Council agreed the establishment of HRAG until July 2015 in order to cover the interim period as the new structures are put in place. The continuing requirement for the unified reference point with the aim of ensuring that both HR and line management have the appropriate level of support will be the subject of a future paper to Mission Council.