

# Paper O1

Human Resources Advisory Group (HRAG)  
Report on work

United  
Church  
Reformed  
Church  
2016  
Church 2016  
Church 2016



# Paper 01

## Human Resources Advisory Group Report on Work

### Basic Information

<b>Contact name and email address</b>	Keith G Webster <a href="mailto:kwebsterwms@btinternet.com">kwebsterwms@btinternet.com</a>
<b>Action required</b>	For information
<b>Draft resolution(s)</b>	None.

### Summary of Content

<b>Subject and aim(s)</b>	Report on the recent work of HRAG.
<b>Main points</b>	
<b>Previous relevant documents</b>	
<b>Consultation has taken place with...</b>	

### Summary of Impact

<b>Financial</b>	
<b>External (e.g. ecumenical)</b>	

# Report on the work of HRAG

Current membership of HRAG:

Keith Webster (Convener),  
Alastair Forsyth;  
Bridget Fosten  
Mike Gould,  
Peter Pay,  
The Revd John Proctor, General Secretary  
Jane Baird, Deputy General Secretary (Administration & Resources)

These people bring a wide range of skills in diverse aspects of Human Resources (HR).

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

## Routine work report

February 2016 – July 2016

1. The following job descriptions and posts have been reviewed:  
Under the 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.

### Staff posts

Data Analyst & Administrator, Ministries  
Past Case Review Administrative Assistant

2. **Assembly Committee Convener** – role descriptor  
The final version of the role descriptor, taking account of the many helpful comments received, was agreed. Accordingly, arrangements were to be made for this document to be available on the website and for it to be sent to the Nominations Committee.

### 3. **Line Management, General Secretary**

3.1 A draft paper had been prepared by HRAG in which:

- the requirements for the line management of the General Secretary were summarised,
- options for line management were considered,
- a recommendation for a specific approach was made.

3.2 This paper was submitted to LPAG and was subsequently amended in the light of comments received.

3.3 The final version, with which LPAG is in agreement, is submitted to this Mission Council as a separate paper, setting out the recommendation for the line management of the General Secretary and the related issues together with the supporting resolutions.

