

Paper 01

Report on recent work

Human resources advisory group

Basic information

Contact name and email address	Geoff Shaw, Convenor geoffshaw2810@sky.com Jane Baird, Secretary jane.baird@urc.org.uk
Action required	Take note.
Draft resolution(s)	None.

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...	

Summary of impact

Financial	None.
External (e.g. ecumenical)	None.

1. Membership

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

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 Mission Council/General Assembly/URC Trust and Church House staff. In November 2018 Mission Council agreed an amendment to HRAG's remit to clarify the length of service for its members.

3. Routine work

- 3.1 Recruitment.** There has been little turnover in the staff at Church House compared to recent reports. However, recruitment activity has been intense with regard to vacancies for General Secretary, Deputy General Secretary (Discipleship), Secretary for Ministries, Principal of Westminster College and Synod Moderators (North Western, Yorkshire, East Midlands and Southern). Recruitment for these significant roles is undertaken with much care and due to the number of people involved requires much coordination and administration. The preparatory work for the recruitment of General Secretary and Deputy General Secretary required additional meetings and liaison with the General Assembly Moderators. (Paper O1 Mission Council May 2019 refers). At the time of writing HRAG is pleased to report successful recruitment campaigns for the General Secretary and Secretary for Ministries.
- 3.2 Policies and procedures review.** HR policies for Church House are reviewed at least every two years. HR also provides policy templates and advice to synods and churches when requested.
- 3.3 Line management training.** The HR team delivers line management training for Church House managers and makes those training events available for managers from synods and churches to join. In addition to events at Church House this training has been delivered at Luther King House, Manchester, and at the Synod of Scotland's offices. Training has also been delivered on Recruitment and Performance Development Reviews (Appraisals).
- 3.4 Staff training -** As part of the induction process new staff are allocated a series of online training course which they are required to complete. These vary according to role but cover some essential elements such as health and safety, data security and safeguarding. HR reviews systematically all Performance Development Review (PDR) forms to pick up identified training needs in order to determine the best way of meeting those needs.
- 3.5 Job evaluation system.** The HR team has started a systematic review of job evaluations using the new system. Alastair Forsyth, a member of the HRAG who has particular experience in this area has supported the HR staff to ensure the evaluation tool is being used effectively. The less straightforward work of aligning the evaluations with pay scales has commenced and this is being done in conjunction with the remuneration committee.
- 3.6 Risk Matrix.** The HRAG acted as a pilot area for the revised process and is in the process of updating its own register in line with the new process.
- 3.7 Human resources information system.** Following some slight technical difficulties the first stage of employee self service was rolled out in June. This allows employees to see their own data, amend selected details and book holidays on line. Additional functionality will be rolled out over the coming months.
- 3.8 Lower ground floor building work** The HRAG was pleased to see staff who had been displaced while remedial refurbishment works were carried out in Church House returning to their normal office spaces in May 2019.