

**Minutes of 12th Meeting of Human Resources Committee
Albany House, 73-75 Great Victoria Street, Belfast
Monday 3 June 2019 – 10.30am**

Present: Paul Fitzpatrick (Chair), David Canning, Grainne McAleer, Eamonn McDowell

Apologies: Brian McGrath

In Attendance: Sam Gallaher (CEO), Lesley Dickson (PA)

Action

1. Welcome, Introduction and Apologies

The Chair welcomed members to the meeting and noted the apologies received.

2. Declarations of Conflicts of Interest.

There were no declarations of conflicts of interest.

3. Minutes of the 10th meeting of the HR Committee (HRC/19/Mins10)

4. Minutes of the 11th meeting of the HR Committee (HRC/19/Mins11)

EMcD discussed amendments which needed to be made to both sets of minutes as these were linked. The CEO indicated that he had gave assurance that due process would be followed.

EMcD directed members to point 6 on the previous minutes of 20 November. He proposed that the word “agreement” be removed. The CEO said that this was not his impression and that this was more about direction and he had taken it as there was a general consensus. He advised that implementation of the staff restructure will be carried out subject to resources and process.

The Chair queried the proposed staffing restructure discussed at Council. The CEO advised that there had been broad agreement at the December meeting and that the structure which was agreed in principle is unlikely to change significantly. It sets direction and will have to follow due process. He said there had been discussions with HR advisors and that work on job descriptions is ongoing and advised that for example very few Registration Officers have the same job descriptions. The indicated that this was about direction and principle.

EMcD said that we are dealing with individuals and human beings.

The CEO indicated that the Council does not have a settled structure. It was proposed to make a settled structure which is affordable. He advised that there would only be one significant change that of removal of the Registration Manager position.

Action

EMcD questioned the proposed appointment of the Head of Marketing.

The CEO said that the current Communications Officer does not have the needed skillset for this post. There is a need for a person with marketing skills to help us position the good work we have done and to embed a competency approach. He said it would drive teachers to the website and that this was a marketing communications position not a selling position.

An amendment to the minutes of the 10th meeting (20/11/18) was agreed and the minutes adopted. Under item 6 of those minutes the following paragraph was inserted:

CEO gave assurance this due process will be followed and transition to a revised structure will be subject to Council approval, DE approval and available resources. There would be alignment with the organisation's Corporate Plan which is in development.

5. Matters Arising

The CEO advised that matters arising would be covered in the course of the meeting.

Signed..... Dated