

SECRETARIAT MANAGEMENT GROUP

**TUESDAY, 19 MAY 2015 at 11.00AM
ROOM 106, PARLIAMENT BUILDINGS**

APPROVED

Present: Trevor Reaney
Gareth McGrath
John Stewart
Richard Stewart
Stephen Welch
Hugh Widdis

In Attendance: Jim Beatty
Sinead McDonnell

1. Opening

(a) Apologies

None

(b) Declaration of Interests

None

2. Vacancy Management

2.1 Trevor Reaney gave a brief background to the single item on today's agenda and invited Gareth McGrath to introduce his detailed paper.

2.2 Gareth McGrath said that the Change Management Group (CMG) had been set up two months ago to advise him in his role as SP15+ Programme Director. The temporary arrangements in place to manage vacancies within the Secretariat were identified by the Group as an issue to be addressed. As a consequence Gareth had written to HR Office on 16 April 2015 setting out a number of scenarios.

2.3 As part of their response, HR Office had reviewed the current Vacancy Management policy and a draft was included in Gareth's paper to SMG. HR Office plan to consult with TUS on the revised policy.

2.4 Gareth summarised his proposals on the way forward which put the emphasis on Directors first filling vacancies internally with no additional resources. If this was not possible, then the matter would be referred to

CMG. Where a new post was being considered it would be necessary to initially consult with the Clerk/CE.

- 2.5 In their discussions SMG recognised the need for stability within the medium/short term and the need to develop a strategy/vision to determine longer term planning. However, plans can only be developed within known factors and these are subject to change, for example, the impact of the Voluntary Exit Scheme. SMG discussed the importance of consistency in whatever process was agreed.
- 2.6 It was agreed to reconvene tomorrow to continue the discussions.

The meeting was suspended at 12.04pm.

- 2.7 The meeting resumed at 9.04am in Room 26 on Wednesday, 20 May 2015.
- 2.8 Trevor Reaney said that it was clear that the status quo was not sustainable and a new, perhaps radical, approach was needed. More time was needed for Gareth McGrath to consult with his colleagues in order to reach an agreed way forward. It was agreed that the Clerk/CE and Directors would meet on Friday, 5 June 2015 to discuss a range of issues including Vacancy Management.

The meeting adjourned at 9.35am.