

NOTTINGHAM CITY HOMES

REPORT OF COMPANY SECRETARY

THE BOARD
15 NOVEMBER 2007

COMPANY SECRETARY'S REPORT

1 SUMMARY

- 1.1 Routine report from the Company Secretary setting out a number of current issues requiring consideration by the Board.

2 RECOMMENDATIONS

- 2.1 To note the progress made in preparing for the recruitment to the vacant Board member position of Tenant Board Member.
- 2.2 To note the progress being made in the preparation for the Tenant Board Members elections to take place in 2008.
- 2.3 To note the progress in respect of the Board Development programme with BDA consultants.
- 2.4 To note the progress in the recruitment of the Company Secretary.
- 2.5 To note the amended dates of the Human Resources and the Performance & Regulatory Committees.
- 2.6 To note the update and agree the Members of the HR Committee be contacted by email with full details of the final settlement and financial impact prior to seeking their agreement to proceed with implementation of the pay awards.

3 REPORT

3.1 *Recruitment to the vacant position of Tenant Board Member*

Following the last Board meeting progress has been made in filling the casual vacancy. A number of tenants and a leaseholder had expressed an interest in the vacancy. The Company's Articles of Association provide that the members of the Tenants & Leaseholder Congress select the nominee to fill the vacancy.

The vacancy is being widely advertised across the City in the Company's receptions areas, the City's reception areas, community centres, other partner reception areas and the website, in order to reach out in to the Community.

The closing date for expressions of interest is 30 November 2007. When all applications have been received and vetted to ensure eligibility for board membership. With the agreement of the TLC a postal ballot will be

conducted in early December 2007 with the members of the TLC. The results of the ballot will be notified to the TLC in writing and nomination will be reported for ratification of the Board in January 2008.

The successful nominee will be included in the Board Member Development programme.

3.2 ***Tenant Election Process***

This matter is being progressed. A project plan has been put together, which includes a consultation process with the TLC and Fora. An advertising package is currently under development and involves producing material i.e. leaflets and posters. The Company Secretariat is organising a stand at the forthcoming Tenant & Leaseholder Conference on 8 December 2007, Janet Storar, Valerie Schneider, Margaret Pugsley and Ade Aderogba have agreed to assist in promoting the work and achievements of the Board.

During February 2008, Tenants and Leaseholders representatives will be invited to attend a meeting to discuss the arrangements, date and venue to be arranged.

The Board will be kept informed of the progress made.

3.3 ***Feedback from the Board Development Agency***

Board Member competencies were profiled in July by representatives from the Board together with Senior Officers from Nottingham City Homes.

As per the Strategic Board Paper from 26th July, The Board Development Agency have:

- Conducted 1-1 interviews with all Board Members to discuss individual development needs against the profiled competencies.
- Established a full training needs analysis and produced individual personal development plans for each Board Member.
- Facilitated the first Board Away Day on 5th October 2007.

Going forward the Board Development Agency will be working in consultation with the Chair and Vice Chair of the Board to recommend the most appropriate Board Development Programme.

The Chair has asked that Amanda Schofield, Interim Head of Strategy and Partnership take the lead on Board Member Development from now on based on her seniority and close links with the Board.

3.4 ***Progress in recruiting the Company Secretary***

This matter is progressing. Interviews will take place on 6 November 2007, the results of which will be reported orally by the Company Secretary at the meeting.

3.5 ***Revised dates – Human Resources & Performance & Regulatory Committees***

Following the recent meetings of the HR and P&R Committees, the future meeting dates have been revised:

Human Resources Committee:

15 January 2008

15 April 2008

15 July 2008

Performance & Regulatory Committee:

5 February 2008

6 May 2008

29 July 2008

3.6 ***Update on Pay Awards***

Background - Pay Negotiations 2007/08:

Employees of NCH are subject to 4 negotiating bodies:

1. For monthly paid employees – pay scales Scale 1 to PO5 and some spot salaries - National Joint Council (NJC) for Local Government Services.

At HR Committee on 29 October it was reported that pay negotiations were still ongoing and that UNISON had balloted their members on potential strike action.

Following the outcome of the ballot UNISON rejected strike action despite a small minority of those who returned ballot papers voting for strike action. The other unions, GMB and TGWU sector of UNITE had already indicated that their members were accepting the offer from the Employer's side:

- An increase of 2.475% on spinal column points 5 and above with effect from 1st April 2007. An additional increase in spinal column point 4 to take it to £6 an hour (the cost of this additional increase is 0.025% nationally so the total cost of the offer is 2.5%).
- 2. Chief Executive – the Joint Negotiating Committee (JNC) for Chief Executives.
 - Agreement has been reached on a pay settlement of 2.475% from 1st April 2007.
- 3. For senior managers - Joint Negotiating Committee (JNC) for Chief Officers.
 - Consultation is still ongoing on a similar offer of 2.475% from 1st April 2007.

4. For Crafts Workers - the Joint Negotiating Committee (JNC) for Local Authority Craft and Associated Employees'.

The formal offer is structured as follows:

- An increase of 2.475% on all pay rates and pay-related allowances for Craft Workers with effect from 1 April 2007.
- An increase of 5.3% on all Tools Allowances with effect from 1 April 2007.

Following consultative ballots of their members, Amicus, GMB and TGWU have accepted the employers' offer of 6 September. However, UCATT, the main union on the JNC, is still considering its formal response. Therefore, agreement on this year's pay award for Craft Workers has not yet been reached.

The Board are asked to note the update and agree the Members of the HR Committee be contacted by email with full details of the final settlement and financial impact prior to seeking their agreement to proceed with implementation of the pay awards.

4 OTHER OPTIONS

- 4.1 It is in contravention of company law to operate without an appointed Company Secretary

5 FINANCIAL & RISK IMPLICATIONS

- 5.1 The proposed increase in respect of the pay award will be met from existing resources.

6 IMPLICATIONS FOR NOTTINGHAM CITY HOMES OBJECTIVES

- 6.1 Ensuring that the Board is working towards appropriate levels of diversity in its own composition to match the community it serves, is considered crucial for the achievement of NCH objectives; as is having a board that has committed to improving its own performance through a board development programme.

7 VALUE FOR MONEY & EFFICIENCY ISSUES

- 7.1 A high performing board will be more efficient and effective

8 EQUALITY & DIVERSITY IMPLICATIONS

- 8.1 Board composition: board development programme.

9 BACKGROUND MATERIAL AND PUBLISHED DOCUMENTS REFERRED TO IN COMPILING THIS REPORT

- 9.1 Tenant Compact; Board member diversity self assessment returns

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