

## NOTTINGHAM CITY HOMES

### REPORT OF CHAIR OF THE HUMAN RESOURCES COMMITTEE

THE BOARD  
31 JULY 2008

#### HUMAN RESOURCES COMMITTEE ANNUAL REPORT 2007 - 2008

#### 1 SUMMARY

- 1.1 The Human Resource Committee (HRC) is charged with assisting the Board to fulfil its statutory obligations as an employer, including such matters as staff relations and development, equality and diversity, health and safety and discrimination.

The HRC is accountable for the Board for ensuring that the Company has adequate and effective HR Function, policies and strategies that meet statutory and regulatory requirements.

The HRC also fulfils the remuneration function for senior executive team on behalf of the Board, including reviewing the performance and pay of the Chief Executive.

#### 2 RECOMMENDATIONS

- 2.1 It is recommended that the Board note the Annual Report.

#### 3 REPORT

- 3.1 At the HR Committee on 23 October 2007 the following was discussed, approved and noted:

- Following the satisfactory completion of the probationary period the Chair of the Board confirmed the appointment of the Chief Executive.
- An up date of the Company's 3 year People Development Plan was discussed together with how it would be aligned with the Company's 10 Year Strategy, Delivery Plan, 2008 Budget and the culture change programme.
- An up date was given on the 2007/08 pay award which gave details of the proposed offer of 2.475% and enabled the Committee to understand what the implications were for the Company with reference to union opinion.
- The Committee approved an increase in the 'Relocation Scheme' for new entrants.
- A new 'Flexible Retirement Scheme' was approved, which had previously been approved by the Executive Management Team.

Confidential matters discussed, approved and noted are as follows:

- The Committee discussed the Company's 'Longer Term Structure' and following a lengthy discussion agreed to support the Company's proposals.
- The Committee discussed several key areas including; Attendance Management; Work Force Data; Labour Turnover and Staff Registers – including dismissals, grievances, harassment & discrimination and Employment Tribunals.
- The Committee agreed to increase the limit of negotiated settlements up to £5k.

3.2 At the HR Committee on 14 November 2007 the following was discussed, approved and noted:

- Following an up date on national negotiations, HRC agreed the 2007 pay award for monthly paid staff on National Joint Council and Joint Negotiating Committee for Chief Officers terms and conditions.
- Agreed to rationalise the grading structure for senior management posts, following a detailed discussion and consideration of factual information.
- Noted the proposed changes to the Chief Executive's pay arrangements.

3.3 At the HR Committee on 15 January 2008 the following was discussed, approved and noted:

- Mike Harrison, Job Centre Plus attended the meeting and presented to the Chair a '2 tick' certificate, which enforces the company's commitment to:

Helping existing employees should they become disabled  
Welcoming disabled applicants from the community

- The HRC expressed their support and commitment to retaining the Investors in People status.
- It was agreed that HRC members would receive training following the introduction of the Corporate Manslaughter and Corporate Homicide Act 2007 and that recommendations would be made for the Board, Senior Managers and Managers to also receive the training.
- The HR Strategy and People Development Plan were presented to the committee for information only.
- The committee received an up date report on 'Sickness Payments for craft workers – CR101', which clarified that the unions would not enter negotiations until the outcome of the tender was known.
- The HRC ratified recommendations made on 14<sup>th</sup> November's meeting to apply the national pay settlement and allowances for craft workers.
- The HRC agreed the Chief Executive salary for 2008 based on a number of options.

3.4 At the HR Committee on 15 April 2008 the following was discussed, approved and noted:

- Agreed the recommendations made by the Chair in relation to the Chief Executive bonus.
- Agreed the performance targets for 2008/09 for the Chief Executive.
- The HRC agreed a non-contractual severance payment.
- Detailed information on the company's workforce profile, including information on turnover, new starters – all given as a breakdown by disabled, BME, grade and gender.
- The HRC committee considered the sick absence report, which was broken down by long and short-term absences and discussed the company's initiatives for making improvements.
- A breakdown of disciplinary's with their outcomes was discussed which was broken down for further analysis by ethnic background.
- A year to date H & S report was presented that showed the committee incidences by type. Also more detailed information was given showing how the company managed incidences to ensure learning and continuous improvement.
- The HRC considered all the training that the company had provided for its employees which included Further Education, Apprentices and its 'Let's Make the Difference' customer care programme.

3.5 Appendix A shows the HR Committee/s work plan for the next 12 months.

#### **4 FINANCIAL & RISK IMPLICATIONS**

4.1 Any financial implication implied within this report has been budgeted for and where applicable delivered within budget.

#### **5 IMPLICATIONS FOR NOTTINGHAM CITY HOMES OBJECTIVES**

5.1 The details within this report support the delivery of Nottingham City Homes' objectives.

#### **6 VALUE FOR MONEY & EFFICIENCY ISSUES**

6.1 All initiatives within this report ensure that value for money and any efficiency are considered.

#### **7 EQUALITY & DIVERSITY IMPLICATIONS**

7.1 There are no equality and diversity implications.

**8 BACKGROUND MATERIAL AND PUBLISHED DOCUMENTS  
REFERRED TO IN COMPILING THIS REPORT**

8.1 HR Committees - 23 October 2007, 14 November 2007, 15 January 2008 and 15 April 2008.

**CONTACT OFFICERS:** Martinette Proud  
Interim Director of Organisational Development  
14 Hounds Gate, Nottingham. NG1 7BA  
0115 9157354  
Martinette.proud@nottinghamcityhomes.org

**DATE: 24 July 2008**

**HUMAN RESOURCE COMMITTEE**  
**WORKPLAN – July 2008 – July 2009**

<b>ISSUE</b>	<b>ACTION</b>	<b>TIMESCALE</b>
Monitor Performance	Discuss all areas of performance including H & S	October 2008
Review committees effectiveness	Consider remit of the committee and review its effectiveness	December 2008
Monitor Performance	Discuss all areas of performance including H & S	January 2009
Employee terms and conditions	Agree a forward plan with timescales for reviewing relevant documents	January 2009
Review executive and staff recruitment and retention	Review staff recruitment and retention	January 2009
Review HR Strategy	Consider relevance for future and agree future action plan	February 2009
Review People Development Strategy	Consider relevance for future and agree future action plan	February 2009
Review COE performance targets – 2008/09	Chair of HR committee to review progress made against targets with the committee	March/April 2009
Establish CEO performance Targets – 2009/10	Chair of HR committee to make recommendations on following years targets	April 2009
Monitor Performance	Discuss all areas of performance including H & S	April 2009
Agree new and revised policies	As necessary agree and review policies	On going