

**NOTTINGHAM CITY HOMES
HUMAN RESOURCES COMMITTEE**

MINUTES of the **Public Meeting** held on **14 JULY 2009** at 14 Hounds Gate from 5.30 pm to 7:15 p.m.

Board Members:

Tim Bell
Paul Rowe - Chair
Janet Storar

Also in Attendance:

Carol Aaron	Acting Head of Change Management & Development (left 7:35 pm)
Janet Locker	Senior Governance Officer
Mary Mayes	Head of Human Resources (left 7:35 pm)
George Pashley	Director of Organisational Development
Ian Rabett	Head of Health & Safety (left 6:55 pm)

08/34 WELCOME, INTRODUCTIONS & CHAIR'S ANNOUNCEMENTS

The Chair welcomed the attendees and opened the meeting.

08/35 APOLOGIES FOR ABSENCE

None.

08/36 DECLARATIONS OF INTEREST

None.

08/37 MINUTES OF THE MEETING HELD ON 14 APRIL 2009

The Committee adopted the minutes as a true and accurate record of the meeting.

08/37 MATTERS ARISING

None.

08/38 HEALTH & SAFETY MATTERS

08/38.1 Health & Safety – General

The Head of Health & Safety (HHS) presented the report and highlighted the four keys areas of concern for the Company, namely slippery/uneven surfaces, trip hazards, moving/falling objects and manual handling.

The Chair was concerned where the culpability lied in relation to the moving/falling object incidents from high-rise windows. The HHS confirmed that it was with the tenant and the Company. The Committee was informed that the Company was moving towards enforcement.

Tim Bell raised the matter that at the meeting held in April 2009, it had been agreed that the Committee would be provided with the quarterly trends, details and evidence that lessons had been learnt and Committee responsibilities and that these items did not appear to have been included in the report.

The HHS confirmed that the information was available but the current database reporting system would require adjustment to reflect these adequately.

The Committee was concerned about the number of manual handling incidents that had been reported,, the Committee asked for re-assurance. The HHS advised that manual handling training takes place and would be reviewed.

The Director of Organisational Development (DOD) confirmed that the Health & Safety Committee and the Executive Management Team (EMT) received regular updates on all key health and safety matters..

Tim Bell raised concern about the clarity of the Committees responsibilities on behalf of the Board and the responsibilities of the EMT. It was noted that the training day was to be arranged for a date in the future. The HHS advised the Committee that the Institute of Directors had produced guidance on the roles and responsibilities of Directors. It was the intention of the HHS to produce a gap analysis between the Company's current arrangements and the guidance. It was proposed that a consultant be appointed to develop the gap analysis.

The Committee discussed an external report which had been prepared in 2008 that identified major weaknesses for the Company. A recommendation of the report was for a Board Member to become the champion for health and safety. The Committee agreed that the Company need the direction of the Board to appoint a champion.

RESOLUTIONS:

The Committee:

- 1. noted the report;**
- 2. agreed that the Head of Health & Safety would speak to the Company Secretary on the roles and responsibilities of Board members in relation to Health & Safety. The outcome of this would be reported back to the next meeting; and**
- 3. approved the appointment of a consultant to prepare a gap analysis and report against the Institute of Directors Guidance "Leading**

Health and Safety at Work” and identify recommendations to resolve the gaps.

08/38.2 HEALTH & SAFETY - GAP ANALYSIS

The HHS presented a report which updated the Committee on the Health & Safety strategy design and provided gap analysis information.

The Committee had discussed the work of the external consultant during the previous item. The Committee remained concerned about responsibilities and the length of time it had taken for the Company to arrange the training for Board Members.

The DOD informed the Committee that a H&S Strategy report would be submitted to the Board in the future and that the Committee would receive an update.

Tim Bell proposed that the Committee note that the governance arrangements around H&S need clarification before the Committee was able to agree the H&S Strategy. This would be referred to the Company Secretary to consider as part of the current review of corporate governance.

The Committee noted the report.

08/39 CHANGE MANAGEMENT & DEVELOPMENT TEAM PROGRESS REPORT

The Acting Head of Change Management & Development (AHCMD) presented a report which updated the Committee on a number of key initiatives delivered by the Change Management and Development Team and the progress made to date.

The Committee noted the report.

08/40 CHANGE MANAGEMENT & DEVELOPMENT TEAM SERVICE PLANNING AND PROGRESS REPORT ON MAJOR INITIATIVES

The AHCMD presented a report which updated the Committee on key initiatives that were being delivered through the Tackling Worklessness Strategy in response to the current economic recession.

The Committee’s attention was drawn to the number of Business Admin Apprenticeship applications that had been received from the BME communities and the number of applicants invited to a test.

The Committee was informed that there would eventually be fifty trainees, making up five per cent (5%) of the Company.

The Committee noted the report.

08/41 HUMAN RESOURCES COMMITTEE - TERMS OF REFERENCE

The Chair advised that the Board was undertaking a Governance review.

The Committee agreed the redrafting of the terms of reference would form part of the work being undertaken in the Governance review.

08/42 HR STRATEGY AND EMPLOYER OF CHOICE RECOGNITION

The DOD presented the report which updated the Committee of the work undertaken on the development of the strategy.

The Committee agreed for the Company to proceed with the application to the Employers of Choice Initiative Forum.

The DOD made reference to the Investors in People (IIP) accreditation, whilst the Company was re-accredited last year, the Company needed to move beyond IIP. The DOD confirmed that the Company's position would be assessed and the gap analysis would be reported at the next meeting.

The Committee was informed that there was no current HR Strategy in place but work had commenced on the development and a draft should be available for the Committee to consider at its next meeting.

RESOLUTIONS:

The Committee:

- 1. agreed the principles of the HR Strategy which was to be presented at the next meeting of the Committee; and**
- 2. agreed that the Company apply for "Employer of Choice" status.**

08/43 ABSENCE UPDATE

The DOD presented a report which updated the Committee of progress made to reduce absence levels since the last meeting.

The Committee was advised of the current level of absence recorded by the Company.

The DOD confirmed that comparative absence level figures were available to senior company managers..

The Committee noted the report.

08/44 PERFORMANCE MANAGEMENT UPDATE

The Head of HR (HHR) presented the report which focussed on the key areas of performance in HR.

It was reported that the breakdown of the workforce statistics had remain static over the last quarter. The figures for employees from a BME background confirmed that they were highly represented in Housing services but remained under represented in both Property Services and Support Services.

The HHR informed the Committee that a number of initiatives would impact on the under represented areas and a progress report would be available at the next meeting. The HHR advised that e-recruitment had assisted in monitoring process.

The HHR presented the statistics and key points in relation to the disciplinary casework. The Committee was advised that due to the volume of casework the HR team would be strengthened by the recruitment of a Senior HR Advisor, introduction of a career graded structure for the admin staff and. Fifteen employees had put themselves forward to be trained as disciplinary investigators.

A review of the disciplinary was underway with a proposal to incorporate an informal approach in dealing with disciplinary matters.

The Committee was advised that budget approval had been sought for the new job evaluation scheme and that procurement would commence in September 2009.

The Committee noted the report.

08/44 HUMAN RESOURCES COMMITTEE ACHIEVEMENTS

The DID presented the report which outlined the Committee’s achievements for the period 2008/2009. The Committee noted the 2009/2010 workplan.

The Committee noted the report.

08/45 DATE OF NEXT MEETING

The HR Committee was advised that the date of the next meeting is scheduled for 13 October 2009 at 5.30 pm in the Board Room, 14 Hounds Gate, Nottingham, NG1 7BA.

The meeting closed at 7.15 pm

SIGNED..... DATE.....