

HUMAN RESOURCES COMMITTEE

MINUTES of the **Public Meeting** held on **29 OCTOBER 2007** at 14 Hounds Gate from 19.00pm to 19.20pm.

Board Members:

Peter Linfoord
David Liversidge
Janet Storar - Chair

Also in Attendance:

Steve Everson	Interim Director of Finance
Chris Langstaff	Chief Executive (left 18.30pm)
Janet Locker	Governance Team Leader
Mary Mayes	Head of HR
Jo Wileman	Director of Organisational Development

07/01 WELCOME, INTRODUCTIONS & CHAIR'S ANNOUNCEMENTS

In the absence of the Chair, Janet Storar was elected by the Committee Members in attendance as the Chair of the Meeting.

The Director of Organisation Development introduced Mary Mayes, the Head of HR.

07/02 APOLOGIES FOR ABSENCE

Apologies were received from Paul Rowe.

07/03 DECLARATIONS OF INTEREST

None received.

07/04 REPORT OF THE DIRECTOR OF ORGANISTAIONAL DEVELOPMENT

The Director of Organisational Development presented a report which updated the Committee on a number of key issues:

Chief Executive's Appointment

It was reported that the Chair of the Board had completed the Chief Executive's probation review and confirmed the permanent appointment to the post.

The Chair of the Board also agreed pre-determined objectives with the Chief Executive and performance against the objectives will be reviewed in March 2008.

People Strategy & People Development Plan

It was reported that a three year People Strategy & People Development Plan was being developed. The Committee was advised that strategy and plan would be informed by the Mock Inspection and Delivery Plan. A further report will be submitted to the next meeting of the Committee.

2007/08 Pay Award

The Director of Organisation Development informed the Committee that the pay awards had still to be resolved. The GMB was now in support, however, other Unions, in particular Unison had given notice to the Company that they had balloted their membership for potential strike action. It was unlikely that the outcome would be known before November 2007.

The committee noted the report.

07/05 RELOCATION SCHEME – NEW ENTRANTS

Consideration was given to a report of the Director of Organisational Development which outlined the increase in payments proposed for the relocation of the new entrants.

RESOLUTIONS:

The Committee agreed:

- 1. An increase to a maximum overall amount payable of Nine thousand pounds (£9k), from Six thousand five hundred and eighty-eight pounds and fifty-three pence, in respect of all the allowances payable within the Company's Relocation Scheme;**
- 2. An increase to a total amount payable of Five thousand four hundred (£5.4k) from Two thousand, five hundred and fifty-five pounds and forty pence (£2.5k) for lodging or travel allowances up to a maximum of twenty-six weeks (26). This is to be included within the overall amount of Nine thousand pounds (£9k) payable within the scheme; and**
- 3. All revisions to be effective from 1 April 2007.**

07/06 FLEXIBLE RETIREMENT SCHEME

Consideration was given to a report of the Director of Organisational Development in relation to the introduction of a new policy on flexible retirement.

The Committee was informed the scheme allows employees; who are members of the Local Government Pension Scheme; with their employer's consent, to take a reduction in either grade or hours and opt to receive the immediate payment of their pension benefits.

Where the costs are too great the Company can refuse consent. In cases where flexible retirement might be granted, a robust business case must be put forward.

RESOLUTION

The Committee approved the introduction of the Flexible Retirement Scheme and noted the report.

07/07 COMMITTEE WORKPLAN

The Committee considered their workplan and agreed:

- Jan 08 2007/08 Pay awards
 Restructure - Progress Update
 Performance Results
 People Strategy & People Development Plan – Update
 Board Development Agency Update
- April 08 Same as workplan
- July 08 To be worked up closer to the meeting.

07/08 DATES OF FUTURE MEETINGS

The Committee agreed to move the dates of their future meetings to Tuesday evenings:

- 15 January 2008
- 15 April 2008
- 15 July 2008

The Meeting ended at 19.20pm.

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