

## **NOTTINGHAM CITY HOMES**

**ITEM: 4**

### **HUMAN RESOURCES COMMITTEE**

**MINUTES** of the **Public Meeting** held on **14 OCTOBER 2008** at 14 Hounds Gate from 5.30 pm to 6:55 p.m.

#### **Board Members:**

David Liversidge  
Paul Rowe - Chair  
Janet Storar

#### **Also in Attendance:**

|                  |  |
|------------------|--|
| Janet Locker     | Senior Governance Officer                      |
| Mary Mayes       | Head of Human Resources                        |
| Raj Patel        | Head of Organisational Development & Learning  |
| Martinette Proud | Interim Director of Organisational Development |
| Ian Rabett       | Head of Health & Safety                        |

#### **08/01 WELCOME, INTRODUCTIONS & CHAIR'S ANNOUNCEMENTS**

The Chair welcomed the attendees.

#### **08/02 APOLOGIES FOR ABSENCE**

An apology was received from Tim Bell.

#### **08/03 DECLARATIONS OF INTEREST**

None.

#### **08/04 MINUTES OF THE MEETING HELD ON 15 JULY 2008**

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

#### **08/05 PERFORMANCE MANAGEMENT UPDATE**

The Interim Director of Organisational Development (IDOD) introduced the report and invited the Head of Human Resources (HHR) to give an update and advised that there had been little change to report.

#### **Workforce Statistics**

The HHR reported that work was being undertaken to fully understand the profile of our employees to include breakdowns of ethnicity, age, gender and sexual orientation. This would then enable to more positive action recruitment to ensure employees are more reflective of the community.

The Committee was informed that the Company had organised a recruitment campaign which was supported by Remploy. Future campaigns will be undertaken in the community and more positive action advertising be identified

It was reported that the Company turnover was slightly higher than normal due to people leaving following the recent restructure. The predicted outturn is thirteen per cent (13%) which is lower than the national average for the public sector.

### Sick Absence

The Committee was advised that there had been a significant reduction in the number of days lost to sick absence predicted for financial year 2008/09, this equated to three days per employee or three thousand three hundred days of productivity.

The Committee was interested in what had caused the turn around, the HHR confirmed that there had been a number of factors including, the message to the employees, managers managing the process, refresher training in absence management, and a nurse led pilot which pro-actively offers advice to an employee in order to reduce the time needed for absence..

The IDOD advised the Committee that during the three days of the staff conference it was evident that there had been a step change in employee attitude to deliver excellent customer service, which could only be achieved if everyone was at work.

The Committee was informed of monthly-paid employees from the Property Services Directorate was an area which needed further analysis for trends and patterns of absence.

David Liversidge enquired if the Company consider giving an employee who was off work due to injury alternative work. The IDOD confirmed that the Company would always look at ways to keep employees at work i.e. lighter duties.

### Disciplinary

The HHR confirmed the breakdown and number of ongoing disciplinary cases, and confirmed that this was a significant improvement on last year.

### Health & Safety

The Head of Health & Safety (HHS) updated the Committee, advised that the incident rates had fallen for this quarter.

The HHS confirmed that further improvements were being developed to provide more meaningful information and comparisons with other organisation.

### Change Management & Development

The Head of Change Management & Development (HCMD) updated the Committee on the developments in this area.

**The Committee noted the report.**

## **08/06           EMPLOYEE ENGAGEMENT SURVEY**

The IDOD went through some of the highlights of the report and attached action plan. The IDOD confirmed further updates would be provided on actions at future meetings.

### **RESOLUTIONS:**

#### **The Committee:**

- 1.     Agreed the action plan; and**
- 2.     Noted the remainder of the report.**

## **08/07           DRESS & APPEARANCE POLICY**

The IDOD presented the report and advised the Committee that extensive consultation with unions and staff had been undertaken. This policy would ensure that employees understood what the Company deemed as appropriate.

Employees and Trade Unions had worked closely with the Company in developing the policy.

### **RESOLUTIONS:**

#### **The Committee:**

- 1.     Approved the Nottingham City Homes Dress and Appearance Policy**

## **08/08           QUALIFICATION TRAINING FOR NCH EMPLOYEES**

The HCMD presented the report which updated the Committee on the Company's commitments to ensure that employees are supported in their personal and professional development. This would ensure that employees are equipped to give excellent customer service.

**The Committee noted the report.**

## **08/09           DATE OF NEXT MEETING**

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

**08/10 TO CONSIDER EXCLUDING THE PUBLIC AND THE PRESS FROM THE MEETING DURING CONSIDERATION OF THE FOLLOWING ITEM IN ACCORDANCE WITH THE COMPANY'S ACCESS POLICY**

**08/11 CONFIDENTIAL MINUTES OF THE MEETING HELD ON 15 JULY 2008**

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

**The meeting closed at 7.03 pm**

**SIGNED..... DATE.....**