

## NOTTINGHAM CITY HOMES

HUMAN RESOURCES  
COMMITTEE  
13 JANUARY 2009

### REPORT OF DIRECTOR OF ORGANISATIONAL DEVELOPMENT

#### PERFORMANCE MANAGEMENT UPDATE

#### 1 SUMMARY

- 1.1 The company has a variety of performance reports which monitor whether appropriate action is taken in a timely manner. This report deals with performance in the Human Resources function.

#### 2 RECOMMENDATIONS

- 2.1 That the report is noted.

#### 3 REPORT

##### 3.1 Workforce Statistics

- 3.1.1 The first table as shown at Appendix A breaks down all NCH employees by grade, gender, disability and BME background. There has been a comparative increase on October's figures in all representative groups with the exception of employees with a disability. 4 such employees left between September and November, 2 via redundancy while the other 2 resigned. A disproportionate number of females have also left the organisation within the last 3 months although there is no apparent underlying pattern to this.
- 3.1.2 A breakdown of all employees by age is attached at Appendix B. 36-50 year olds form the largest category across all departments.
- 3.1.3 A recruitment freeze is currently in place and only vacancies which are approved by the Chief Executive are being filled.
- 3.1.4 A desk top equal pay audit was carried out for the year ending October for all employees excluding craft workers and apprentices. Details are attached at Appendix C. A summary of the audit is set out below.
- 3.1.5 Gender by Full and Part time employees (page 1)

This analysis shows that female staff are paid 6.2% less than their males equivalent (full time and part time combined). This reduces when separating out full time and part time employees. Full time females are paid 2.1% less than their male equivalent and paid more when

compared with part time male employees.

Gender by Grade (page 2)

- 3.1.6 The figures in this category show that while in the majority of cases the gap between male and female staff is relatively small, in all but one case males earn more than females. The gap is significant in the weekly paid category.

3.1.7 BME by Grade (page 3)

Again the gaps here are relatively small with the exception being the Chief Officer category. The figures are skewed here because there is only one BME person employed in this category. This individual is relatively new and was appointed on the bottom of the grade in line with company policy.

3.1.8 Disability by Grade (page 4)

Figures in this category are positive with the exception of the PO1 –PO5 grade.

- 3.1.9 In conclusion, the gaps shown in the majority of categories are relatively small. However, further analysis is required on the survey results to establish the cause of these.

3.2 **Sickness Absence**

- 3.2.1 Current information is attached at Appendix D. The company target for the period up to 31<sup>st</sup> March 2009 is 12 days per employee per annum. NCH has lost an average of 8.83 days per employee for the period April to November 08 and therefore the predicated year end figure is 13.25 days. Although this is slightly above target it compares favourably with last year's equivalent which was 10 days to November 07. That year end figure was 15.49. It is hoped that the annual reduction will be around 14%.

- 3.2.2 Evaluation of two absence pilot schemes is currently being carried out. Their impact will be reported back to the next meeting.

3.3 **Disciplinary**

From April to December there have been 15 disciplinary cases, 2 of which are multiple cases – 1 involving 5 employees and the other involving 2. There are a total of 20 employees disciplined for monitoring purposes, 4 of whom were suspended. Of the 20

- 13 - individual cases are ongoing
- 3 - no cases to answer
- 1 - resigned before investigation taking place
- 1 - dismissal in probationary period
- 1 - final warning

- 1 - written warning

#### **4 OTHER OPTIONS**

4.1 None.

#### **5 FINANCIAL AND RISK IMPLICATIONS**

5.1 Detailed employment management information will assist financial planning.

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

6.1 Effective management of people has a positive impact on NCH's performance, as well as on related Key Lines of Enquiry (KLOEs).

#### **7 VALUE FOR MONEY AND EFFICIENCY ISSUES**

7.1 People are one of NCH's biggest costs and their effective management is key to the performance of the company.

#### **8 EQUALITY AND DIVERSITY IMPLICATIONS**

8.1 Effective performance monitoring will assist the company eliminate equality and diversity concerns.

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

9.1 None

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