

## NOTTINGHAM CITY HOMES

HUMAN RESOURCES  
COMMITTEE  
14 JULY 2009

### REPORT OF CHAIR OF THE HUMAN RESOURCES COMMITTEE & DIRECTOR OF ORGANISATIONAL DEVELOPMENT

#### HUMAN RESOURCES COMMITTEE ACHIEVEMENTS 2008 - 2009

#### 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 to 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

It is recommended that the Committee

- 2.1 Note the contents of this report.
- 2.2 Agree next year's work plan
- 2.3 Agree to present contents of this report to the Board

#### 3 REPORT

- 3.1 Below is a summary of key issues discussed and acted upon by the Committee in the past twelve months, including July's meeting

- The District Auditor's Report and its impact on the company;
- Absence management including methods for reducing the company's absence figures;
- A variety of health and safety matters including incident statistics, the Health and Safety Strategy and training;
- key HR areas including; Work Force Data; Labour Turnover and Staff Registers – including dismissals, grievances, harassment & discrimination and Employment Tribunals;
- HRC Terms of reference including recommendations for change;

- Development of HR Strategy and Employer of Choice applications;
- Pay awards for Chief Officers, APT&C and Craft Workers;
- Updates on key internal groups including the Employee Care Working Group and EME Committee;
- Investors In People health check;
- NCH's Worklessness initiatives in response to the current economic recession;
- Dress Code.

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 – 14 October 2008, 13 January 2009, 14 April 2009 and 14 July 2009.

**CONTACT OFFICERS:** George Pashley  
 Director of Organisational Development  
 14 Hounds Gate, Nottingham. NG1 7BA  
 0115 9157354  
[George.pashley@nottinhamcityhomes.org](mailto:George.pashley@nottinhamcityhomes.org)

**DATE: 7 July 2009**

## APPENDIX A

### **HUMAN RESOURCE COMMITTEE WORKPLAN – July 2009 – July 2010**

<b>ISSUE</b>	<b>ACTION</b>	<b>TIMESCALE</b>
Monitor Performance	Discuss all areas of performance across ODD	October 2009 and all other meetings
Review committees Terms of Reference	Consider remit of the committee	October 2009
Review of absence management	Consider progress on attempts to reduce absence figures	October 2009 and ongoing
Review liP and Staff Survey progress	Review the company's progress on improving employee morale	December 2009
Review executive and staff recruitment and retention	Review staff recruitment and retention	January 2010
Job Evaluation	Consider merits of introducing a new job evaluation scheme	October/ December 2009
Review HR Strategy	Consider relevance for future and agree future action plan	October/ December 2009
Establish CEO performance Targets – 2009/10	Chair of HR committee to make recommendations on following years targets	April 2010
Agree new and revised policies	As necessary agree and review policies	On going