

NOTTINGHAM CITY HOMES

ITEM: 4

HUMAN RESOURCES COMMITTEE

MINUTES of the **Public Meeting** held on **14 APRIL 2009** at 14 Hounds Gate from 5.35 pm to 7:15 p.m.

Board Members:

Tim Bell
David Liversidge
Paul Rowe - Chair
Janet Storar

Also in Attendance:

Glen Langham	Senior Health & Safety Advisor
Janet Locker	Senior Governance Officer
Mary Mayes	Head of Human Resources
George Pashley	Director of Organisational Development
Raj Patel	Head of Organisational Development & Learning

08/22 WELCOME, INTRODUCTIONS & CHAIR'S ANNOUNCEMENTS

The Chair welcomed the attendees and confirmed the order of the Agenda as items 1 to 5, 8, 8(a), 6 and 7.

08/23 APOLOGIES FOR ABSENCE

None.

08/24 DECLARATIONS OF INTEREST

None.

08/25 MINUTES OF THE MEETING HELD ON 14 OCTOBER 2008

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

08/26 MATTERS ARISING

08/26.1 Minute Ref: 08/16 – the Director of Organisation Development (DOD) advised the Committee that the recruitment freeze had now been suspended and posts had been advertised. The Head of HR (HHR) confirmed that thirty-five of the eighty-five agency and fixed term contract employees had been made permanent. The HHR confirmed that the On-Merit recruitment process provided for employees who had been recruited this way could be slotted in to positions where they had worked for 12 months or more. The HHR was asked to provide information on the gender and ethnicity of the thirty-five employees to the next meeting.

08/27 2008 PAY AWARDS

The DOD gave an update and confirmed that:

- (i) the employer's side had tabled an offer of 0.5% increase for 2009;
- (ii) the craft workers side had submitted a claim for an additional 0.3% for 2008/9 which was likely to be referred to arbitration; and
- (iii) the Chief Officers had not submitted any additional claims for an increase.

It was confirmed that the Company could not protect itself from future pay awards because it had a contractual requirement to pay them..

The Committee noted the report.

08/28 PERFORMANCE MANAGEMENT UPDATE

The HHR informed the Committee that twelve months of data was available for comparison.

The HHR confirmed that since the Company had suspended the recruitment freeze; sixty-five positions had been advertised. Vacancies are advertised with the Job Centre, Remploy and the Employers Forum for Disability.

Twenty seven Apprenticeship vacancies had also been released for recruitment and the Company was working closely with two local colleges in undertaking this exercise.

It was reported that since the termination of the HR SLA with Nottingham City Council the Company have been developing an e-recruitment process with Tribal. The system went live at the beginning of March 2009. The system enables the Company to monitor the whole of the recruitment process. Since the recruitment freeze was suspended there have been ten thousand hits on e-recruitment and nineteen hundred responses have been received to date.

It was agreed that the Committee would be provided with recruitment data via the new system and details on City applicants would be included.

The Committee was advised that there was an annual saving of fifty thousand pounds (£50k) following the introduction of the new system.

The Committee noted that seventeen of the thirty-eight disciplinary cases had not been concluded.

The Committee was advised that the contract for occupational health had been put out to tender following Nottingham City Council's price increase to approximately seventy thousand pounds (£70k). The contract was awarded to Engineering Employers Federation (EEF) with effect from 1 April 2009. The Chair asked for details of the tender spread, the DOD confirmed that highest bid was sixty three thousand pounds (£63k) and the lowest bid was forty eight thousand pounds (£48k).

The Committee was advised an annual saving of thirty thousand pounds (£30k) had been achieved.

The Committee noted the report.

08/29 ABSENCE MANAGEMENT

The DOD presented a report detailing the initiatives to reduce the Company's absence levels. The Committee was informed that the top two causes of absence were attributed to mental illness and musculoskeletal.

In order to address the high level of sickness absence the Company piloted two nurse led management absence services. The Committee was informed that the outcomes of the pilots were viewed with some caution.

The Committee had been previously informed about the new occupational health service provided by EEF; the benefits of the service were explained.

The Committee was concerned about the current level of sickness absence within the Company and urged the officers to ensure closer case management, move towards issuing cautions, publish the absence across the Company and keep the sickness initiatives under review.

The Committee noted the report.

08/30 CHANGE MANAGEMENT & DEVELOPMENT TEAM SERVICE PLANNING AND PROGRESS REPORT ON MAJOR INITIATIVES

The Head of Change Management and Development (HCMD) presented a report which outlined the key initiatives delivered by the team.

It was noted that appendix two relating to board training had not been included in the report, the Chair requested that it should be included in the next report.

The Committee considered and noted the SIP.

It was agreed that an update would be provided on the IIP assessment and progress made on the key initiatives.

The Committee noted the report.

08/31 HEALTH & SAFETY REPORT

The Senior Health & Safety Advisor (SHSA) presented a report which included the key priorities for the Company, statistical information and outcomes in relation to injuries, dangerous occurrences and the occupational health service.

The SHSA highlighted the changes to the timings to health surveillance, management of stress and the management of manual handling within the Health & Safety Strategy and asked the Committee for their approval.

The Committee was concerned about the statutory requirements placed on the Company and that they had not had sight of the strategy document. However, it was noted that the strategy was the board's responsibility. It was agreed that the strategy document would be included for the next meeting.

The Committee agreed that they felt exposed about their responsibilities and requested a review of the health and safety training be undertaken as a matter of priority for all Board Members.

The Committee discussed the reported incidents of violence, methods of reporting, use of powers via the tenancy agreement and the frequency of reporting to the Committee. The Committee requested less detail on insurance. The SHSA confirmed that all violent incident forms are sent to and recorded by the Health & Safety team and Nottingham City Council manages the violence database. The SHSA advised that reports are submitted to the housing departmental management team and property services management team. It was agreed that the information would be presented on a quarter by quarter basis in the future.

The DOD informed the Committee that the Company needed to complete the exercise of setting up a health and safety committee which included representation from management and unions. The SHSA confirmed that a committee was already in existence.

The Chair enquired as to what Health and Safety checks were made on contractors. This would be reported back at the next meeting..

The outcomes of the discussions were identified for the next meeting:

- (i) a list of the statutory requirements for the Company including gap analysis and timeline to be provided;
- (ii) confirmation of the reporting process for assaults and accidents to be provided;
- (iii) confirmation of the health and safety monitoring role and responsibilities of the Committee in relation to good governance;
- (iv) review of the training for all Board Members;
- (v) less detail on insurance;
- (vi) the Health & Safety Strategy be presented at the next meeting; and
- (vii) the decent homes implications and actions including checks made on the contractors.

RESOLUTIONS:

The Committee:

- 1. deferred the approval of the alterations to the Health and Safety Strategy timings to the reviews for health surveillance, management of stress and management of manual handling operations to the next meeting: and**
- 2. noted the remainder of the report and outcomes for the next meeting.**

08/32.1 The Chair advised that there was a need to shape how the Committee moves forward. It was agreed that the Committee's terms of reference would be reviewed and presented at the next meeting.

08/32.2 Tim Bell asked the DOD for an update on the recent employee suspensions. He was concerned that the subject was not on the agenda. The DOD advised that some information would be considered by the HR Committee and some by the Board. The DOD would brief Tim Bell outside of the meeting as the matter was confidential.

08/33 DATE OF NEXT MEETING

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

The meeting closed at 7.15 pm

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