

Northwards Housing – HR & Equality Sub-Committee Meeting

Hexagon Tower
Tuesday 28th November at 7.00pm

Chair: Ade Alao

Present: Joan Fitzgerald Board Member
Fatima Adamjee Board Member
Sue Pemberton Co-optee

In Attendance: Robin Lawler (RL) Chief Executive
Steve Wood (SW) Director of Business Services
Lisa McBurnie (LMcB) Human Resources Manager
Tara Kelly (TK) E&D Officer

ITEM	SUBJECT	ACTION
1	Welcome and Introductions TK was welcomed to the meeting in her new role as E&D Officer. She started work with Northwards on 27th November. The meeting was confirmed as quorate.	
2	Apologies for Absence Martin McKeivitt Rachel Christie	
3	Confidential Matters/Declarations of Interest There were no declarations of interest. There was one confidential item- confidential minutes of last meeting.	
4	Minutes of Last Meeting held on 24th October 2006 Public & Confidential Minutes of the last meeting were approved.	

5	<p style="text-align: center;">Matters Arising</p> <p>a) Item 11- E&D Employment Policy This was approved by the Board on 14th November.</p> <p>b) Item 13- Retirement Policy This was approved by the Board on 14th November subject to further clarification upon retirement options and statutory sick pay arrangements. To be brought back to this Sub-Committee in due course.</p> <p>c) Confidential Minute- Job Evaluation This was the subject of a detailed report to Board on 14th November which was approved and interim arrangements are being implemented.</p>	
6	<p>Tara Kelly- E&D Officer</p> <p>RL advised that detailed induction and work programmes for first 6 weeks have been drawn up for TK by Olivia Stokes (OS). TK is to be line managed by Steve Finegan, but with support from RL & OS.</p> <p>This was noted.</p>	
7	<p>Absence Performance: April to October 2006 LMcB explained the report for sickness absence performance for the 7 months ending 31st October 2006 which shows a cumulative performance of 5 days absence per employee against a target for the year of 10 days. She advised that if current trends continue the year end outturn figure would be 8.55 days. However, sickness generally rises in February. Last year's outturn was 11.5 days per employee.</p> <p>LMcB advised that managers are now actively managing sickness in their teams and that HR are managing long term sickness absence.</p> <p>The Sub-Committee noted current performance and welcomed action being taken to tackle sickness absence.</p>	
8	<p>Equal Opportunities in Recruitment</p> <p>LMcB explained the report which analysed the results of monitoring Northwards' recruitment activity since April 2006 looking at the age, sex, disability and ethnicity of applicants for jobs. A total of 33 positions were advertised, attracting a total of 715 applicants. There were no applicants over 60 years of age and only 2 applicants aged 16-19 years.</p> <p>In order to attract a more representative group of applicants LMcB explained the actions proposed to encourage more</p>	

	<p>diversity in job applications. She highlighted the work placement initiative being developed with Job Centre Plus and Connexions which will offer 4 intakes per year of up to 12 "trainees". Although "trainees" are guaranteed a job, it is hoped to be able to recruit from the pool and to develop a register of temporary employees. This links to succession planning and is intended to be launched in March 2007.</p> <p>SP, who has been involved in developing the proposals, set that the scheme sought to set up people to succeed and felt that it would be welcomed by the local community. AA welcomed the scheme, but asked that there is adequate preparation and proper support for trainees.</p> <p>In addition to proposals contained in the report, LMcB advised that work is being undertaken upon internal recruitment and promotion arrangements. A new policy is in preparation.</p> <p>The Sub-Committee noted the report.</p>	
9	<p>Governance Review</p> <p>SW explained that the paper is a distilled version of the report to November Board and as such excludes Area Panel Constitutions which are the subject of separate consultation arrangements through the Area Panels. Members were particularly invited to comment upon the terms of reference for the Sub-Committee. SW advised that it is the responsibility of the Board to agree policy, but that Sub-Committees should then implement approved policy particularly by developing appropriate and effective procedures. It is intended that the results of consultation will be consolidated into a report to December Board.</p> <p>The Sub-Committee commented upon the report and endorsed the recommendations to the Board in respect of the terms of reference for HR & Equality Sub-Committee.</p>	
16	<p>Training</p> <p>RL advised that since the last meeting Directorship training had been undertaken for Board Members (4 attended), but that Risk Mapping training had been cancelled due to lack of interest. It is intended to re-arrange the Risk Mapping training during 2007 and this will be included in a revised Board training programme to be brought to Sub-Committee in January.</p>	SW/DR
14	<p>Any Other Business</p> <p>There was no other business.</p>	
15	<p>Date of next meeting</p> <p>It was agreed to cancel the proposed meeting on 19th December. Any urgent business will be dealt with via email.</p>	

	The next meeting will therefore be held on Tuesday 23rd January 2007 at 7.00 p.m.	