

Northwards Housing – HR & Equality Sub-Committee Meeting

Hexagon Tower
Tuesday 23rd May at 7.00pm

Chair: Martin McKevitt

Present: Martin McKevitt (MM) Board Member & Chair
Joan FitzGerald (JF) Board Member
Fionnuala Stringer (FS) Board Member

In Attendance: Robin Lawler (RL) Chief Executive
Olivia Stokes (OS) Equality & Diversity Manager
Lisa McBurnie (LMcB) Human Resources Manager

ITEM	SUBJECT	ACTION
1	Welcome and Introductions Quorum Confirmed	
2	Apologies for Absence Ade Alao	
3	Confidential Matters/Declarations of Interest There was one confidential matter; agenda item 7, but no items where Board Members declared an interest.	
4	Minutes of Last Meeting held on 29th March 2006 These were agreed as a correct record and signed by MM as Chair.	
5	Matters Arising a) HR Targets RL advised that HR Targets which were not able to be agreed at the last Sub-Committee meeting because of delays in getting outturn data for 2005/6 were agreed by May Board. b) New Indicator RL advised that there is one additional performance indicator falling within the scope of this Sub-Committee. This is a new indicator (NHL 097) reporting the involvement of BME tenants in the bi-annual Status Survey conducted by the	

	<p>Council. Further analysis is required of BME involvement in the last Status Survey in order to recommend a target for the next survey which is due to be undertaken in late 2006.</p> <p>The targets will be recommended to the Board.</p>	
<p>6</p>	<p>Employee Appraisal Scheme</p> <p>LMcB presented her report which set out the proposed appraisal scheme to be used by Northwards Housing for all its staff which is based on core competencies linked to the company's values and objectives. This draws upon the Council's scheme, but has looked at appraisal schemes used by other ALMOs in order to develop an appropriate scheme for Northwards Housing. LMcB drew attention to the implementation plan in the report.</p> <p>In response to a question from MM, LMcB advised the Senior Managers have been consulted upon the scheme and have made comment. Although there is a considerable time commitment involved in implementing the scheme, particularly in the first year, Senior Managers are supportive of it. Training has been organised upon the new scheme and the first session is due to be delivered on the 24th May.</p> <p>The Sub-Committee approved the revised appraisal scheme.</p> <p>Recommendation to the Board: That the Board approves the revised employee appraisal scheme for all staff in Northwards Housing.</p>	
<p>7</p>	<p>Joint Consultative Committee Agreement</p> <p>LMcB presented her report which sought approval for the Joint Consultative Committee (JCC) to be agreed with trade unions as the main means of consultation. The document draws upon the Agreement used by the Council which is recognised and accepted by trade unions. Members of the Executive Management Team are to attend on rotation.</p> <p>The Sub-Committee approved the JCC Agreement.</p> <p>Recommendation to the Board: That the Board approves the Joint Consultative Committee Agreement as the basis for consultation with trade unions representing Northwards Housing's workforce.</p>	

<p>8</p>	<p>Lift Servicing Staffing Proposal</p> <p>RL presented this confidential report which sought approval to appoint an additional specialist surveyor to supervise the maintenance of lifts, emergency lighting, CCTV and door entry systems. These functions are currently undertaken by Housing Technical Services on behalf of Northwards Housing under a Service Level Agreement. The SLA is not considered to provide best value for money and may complicate the process.</p> <p>The proposal to employ directly an additional specialist surveyor at PO3 grade to carry out this function offers the potential to save £33'200 per annum compared to SLA cost. This is a potential efficiency saving to be held against the Annual Efficiency Statement.</p> <p>On the basis of the business case, the Sub-Committee approved the creation of an additional specialist surveyor post.</p> <p>Recommendation to the Board: That the Board approves the appointment of an additional specialist surveyor at PO3 grade to undertake the supervision of maintenance of lifts, emergency lighting, CCTV and door entry systems and notes the efficiency savings compared to the current SLA cost.</p>	
<p>9</p>	<p>Equality & Diversity Update</p> <p>OS provided a verbal update to the Sub-Committee covering the following items:</p> <ul style="list-style-type: none"> a) Diversity Workbooks have been circulated to all staff & tests are now being completed. b) Diversity & Communication Surveys of tenants are currently being piloted on two estates which have produced a good response rate. & which will be used to build up community & individual tenant profiles. The intention is to roll out the surveys across Northwards Housing's area once the experience of the pilots has been assessed. c) All staff have been briefed on how to access services where tenants have particular communication needs, such as translation, signing, Braille, etc. d) Revised Hate Incident reporting arrangements have been agreed & will shortly be implemented in conjunction with On Call & Corporate Hate Incident Reporting Line. e) The Hate Incident Policy & Procedures are being finalised in consultation with Local Services; it was agreed to delegate 	

<p>10</p>	<p>approval to RL & to report the outcome to the next Sub-committee meeting.</p> <p>Enlighten Report: Board Member Appraisals</p> <p>RL introduced the report from Enlighten following agreement at last Sub-Committee of the nine competencies required by the Board & subsequent one to one interviews with Board Members as part of their appraisal process. The report identified current strengths of Board Members, particularly their commitment to Northwards Housing, & good working relationships between Board Members & with senior managers. The report sets out areas for improvement which will be met by a training & development plan.</p> <p>Enlighten have suggested that the Governance Improvement Plan be updated to reflect the findings from Board Member appraisals & are recommending that a group assessment of the Board is undertaken in addition to individual appraisals.</p> <p>The Sub-Committee noted the report which is to go forward to June Board for approval & action & agreed to receive a revised Governance Improvement Plan at its next meeting.</p>	
<p>11</p>	<p>Schedule of Future Meetings</p> <p>In order to co-ordinate with the timetable for Resources & Governance Sub-Committee, it was agreed to move back by one week with the following revised meeting dates:</p> <p>25th July</p> <p>29th August</p> <p>26th September</p> <p>24th October</p> <p>28th November</p> <p>All the meetings will be at 7.00 pm unless otherwise advised.</p>	
<p>12</p>	<p>Training</p> <p>There were no matters to update other than training issues in agenda items 9 & 10 above.</p>	

ITEM	SUBJECT	ACTION
13	Any Other Business There was no other business	
14	Date of next meeting Tuesday 20 th June at 7.00pm - Whitemoss Road.	