

Northwards Housing – HR and Equality Sub-Committee Meeting

**Hexagon Tower
Tuesday 30th October 2007 at 7.00pm**

Chair: Martin McKeivitt

Present: Martin McKeivitt (MM) Board Member & Chair
 Joan Fitzgerald (JF) Board Member
 Fatima Adamjee (FA) Board Member

In Attendance: Robin Lawler (RL) Chief Executive
 Steve Wood (SW) Director of Business Services
 Tara Kelly (TK) Equality and Diversity Officer
 Lisa McBurnie (LMcB) Human Resource Manager

ITEM	SUBJECT	ACTION
1	Welcome and Introductions The meeting was confirmed as quorate.	
2	Apologies for Absence Apologies were received from Rachel Christie.	
3	Declaration of Interests / Confidential Matters / Equality & Diversity Matters Arising There were no declarations & one confidential item (no. 8)	
4	Minutes of Last Meeting- 25th September 2007 The minutes were agreed as a correct record.	
5	Matters Arising a)Hexagon Tower Evacuation SW reported that this matter is being addressed through Fire Marshall training. b) Commission on Integration & Cohesion TK reported that she is awaiting an invitation to attend Area Panels. c) Report on Domestic Abuse TK advised that a report is to be brought to this Sub-Committee in November.	 TK TK

6	<p>Absence Action Plan: Position to 30th September LMcB introduced her report & advised that, whilst there had been an improvement in absence performance in September compared to August, it is projected to have a year end performance of 12 days compared to the target of 9.5 days. Work is continuing to improve absence performance in the rest of the year.</p> <p>Long term sickness cases have further reduced to 10 staff compared to 12 staff in August.</p> <p>LMcB explained that the Absence Action Plan has been compiled & is the subject of further discussion with EMT.</p> <p>The Sub-Committee noted absence performance to 30th September & asked to receive further monthly progress reports.</p>	
7	<p>Equality Standard Level 3 TK explained her report which set out the key actions & potential timescale to seek Level 3 accreditation. The intention is to achieve accreditation in August 2008. This was supported by the Sub-Committee.</p> <p>Recommendation to the Board: Sub-Committee noted the actions & is recommending to the Board that Level 3 accreditation is sought in August 2008.</p>	
8	<p>Creation of New Money Advisor Post- Confidential</p> <p>Item 8 was a confidential item. See separate minute.</p>	
9	<p>Organisational Health Indicators 2007/8 LMcB explained the report which is recommending the adoption of Organisational Health PIs for 2007/8, but advised that the sickness absence PI has already been approved. This is a matter delegated by the Board for the Sub-Committee to set targets & to monitor monthly/quarterly performance against them.</p> <p>MM acknowledged the progress made with a number of indicators since last year.</p> <p>After discussion & clarification, Sub-Committee approved the proposed Organisational Health Performance Indicators for 2007/8 & asked to receive regular progress reports.</p>	
10	<p>Stonewall Diversity Champions Programme RL reminded the Sub-Committee that this report had been discussed at the last meeting which had been inquorate. Sub-Committee agreed that RL should use his delegated powers to join this scheme.</p>	

	Sub-Committee endorsed the action of the Chief Executive in signing up to this programme.	
11	<p>Family Friendly Policy LMcB explained that this policy seeks to draw together a number of existing policies for special leave & time away from the workplace in order to set them in a more consistent & understandable format. This will aid communication with staff. She went onto explain that this policy will contribute to the further development of Work:Life Balance arrangements for Northwards' staff.</p> <p>Sub-Committee approved the Family Friendly Policy under its delegated powers.</p>	
12	<p>Leadership Development Programme: Progress Report LMcB introduced the report which is based on participants' views & comments on the value to date of the Leadership Development Programme which commenced in March 2007. The Programme is designed to support the attainment of 8 leadership competencies & is delivered through monthly modules to 4 leadership groups. An external trainer is delivering the Programme backed by a learning log which builds on 360 Degree feedback.</p> <p>She advised that the feedback has been very positive on the response of 21 of 48 participants. Since the analysis was undertaken further responses have been received. A full analysis will be undertaken at the end of the Programme which contributes to Northwards' overall learning strategy.</p> <p>MM asked about the value managers placed on the Programme in terms of their leadership behaviour & practice. RL stated that at the start of each module participants feed back what techniques & reflection on their own behaviour which they have applied in the workplace.</p> <p>Sub-Committee noted the report on the implementation of the Inspirational Leadership Programme & acknowledged the feedback from participants in the Programme.</p>	
13	<p>Job Evaluation SW gave a brief verbal update on Job Evaluation. 26 posts have been evaluated, but unfortunately the Moderation Panel had to be postponed because of illness of a trade union representative. The Panel has been re-arranged for early December.</p> <p>The hearing for four Equal Pay Claims has taken place & there has been one appeal.</p>	

	The report was noted.	
14	Training RL reminded Members about the Gold Award session at Willow Park on 31st October. He advised that the Board is to be recommended to use December training session for a strategic discussion on Regeneration. This was welcomed by Members.	
15	Any Other Business a) TK advised that Northwards has been approved to use the Two Ticks symbol as an employer who recognises & supports the needs of disabled people. The accreditation process was useful in reviewing our HR policies in respect of employing disabled people.	
16	Date of Next Meeting: Tuesday 27th November at 7.00pm.	