



The Gateshead Housing Company Human Resources Committee

Tuesday 16 June 2009 at 10am
Board Room 2, The Gateshead Housing Company, Keelman
House, Fifth Avenue Business Park, Fifth Avenue, Team Valley
Trading Estate, Gateshead NE11 0XA

Agenda

Item	Business
1.	Apologies for Absence <u>ITEMS FOR DECISION</u>
2.	Minutes (Pages 3-9) The committee is asked to approve as a correct record the minutes of the meeting held on 3 March 2009
3.	Matters Arising
4.	Smoking Policy Update (Pages 10-16) Report of Director of Finance
5.	Qualification Study Application and Expenses Review (Pages 17-24) Report of Director of Finance <u>ITEMS FOR INFORMATION</u>
6.	Sickness and HR Update (Pages 25-37) Report of Director of Finance

Contact: Stuart Gibson Tel: (0191) 433 5308 Date: 10 June 2009

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7.	Exit Interviews (Pages 38-40) Report of Director of Finance
8.	Use of Agency Workers (Pages 41-44) Report of Director of Finance
9.	Learning and Development Update (Pages 45-47) Report of Director of Finance
10.	Human Resources Strategy Action Plan – Update (Pages 48-55) Report of Director of Finance
11.	Learning and Development Strategy Action Plan – Update (Pages 56-62) Report of Director of Finance
12.	Workforce Development Strategy Action Plan – Update (Pages 63-72) Report of Director of Finance
13.	Extended Hours Telephone and Advice Service (Pages 73-79) The attached report was agreed by Diversity and Access Committee on 18 May 2009 and referred to this committee for information
14.	Items for Future Agendas
15.	Date and Time of Next Meeting The next meeting of the committee will be held on Tuesday 8 September 2009 at 10am in Meeting Room 5, Keelman House, Fifth Avenue Business Park, Fifth Avenue, Team Valley, Gateshead
16.	Exclusion of the Press and Public The Committee may wish to consider excluding the press and public from the meeting during consideration of the remaining items in accordance with Category 1 of the company’s Access to Information Rules.