



RESOURCES COMMITTEE

5 September 2019

PRESENT:

Directors

Mick Davison (Chair)
Sheila Bouitieh
George Clark
Robert Buckley
Michael Hood

Advisers

Neil Bouch	Interim Managing Director
Marie John	Head of Business and Development
Martin Poulter	Business, Performance and Customer Services Manager
Debbie Worrall	HR and Governance Manager
John Turvey	Finance Business Partner
Stuart Gibson	Governance and Risk Lead

Also Present

Ian McKenzie
Alan Guest

Apologies

Elizabeth Bird

1 MINUTES

The minutes of the meeting of the committee held on 4 July 2019 were approved as a correct record.

2 MANAGEMENT ACCOUNTS – FIRST QUARTER 2019/20

The committee received the management accounts for the first quarter of 2019/20.

The overall revenue position at the end of the first quarter was an underspend of £178,000. Management and Supervision was projecting a budget overspend of £132,000 and Repairs and Maintenance were projecting an underspend of £310,000.

It was noted that the company was currently going through harmonisation and the alignment of some contracts, which would be backdated to 1 April 2019. This was still to be reflected in the accounts.

Any underspend on the Repairs and Maintenance budget would be used to fund additional voids work to reduce the number of void properties awaiting works. The committee made the point therefore that although it noted the underspend in repairs and maintenance, it would have to be used to fund the voids work.

It was noted that the Council had been updated on the proposal to incur an additional £750,000 spend on voids over the current budget to help reduce the number of voids properties in work over the year and improve the overall income position for the HRA. Committee were advised that in year there had been a marked increase in the volume of major structural void repairs which would be draw on capital budgets. The void performance and action plan would be used to inform next year's budget setting process.

The company was expecting to deliver a capital rebate to the Council of £943,000 on total estimated capital turnover of £17.860m, which equated to a 5.28% return.

As part of the 2019/20 budget, the company agreed savings of £621,627. At the end of the first quarter, £424,730 had been delivered and £660,039 was expected to be delivered by end of the financial year. Further savings of £112,501 had been proposed during the first quarter.

The company currently held £803,000 in reserves. The committee would receive a reserves policy options paper at its meeting in November 2019.

RESOLVED – That the committee is satisfied with the financial management of the Revenue, Repairs Delivery and Capital Delivery budgets for the first quarter of 2019/20.

3 KEY PERFORMANCE INDICATOR RESULTS – FIRST QUARTER 2019/20

The committee received the Key Performance Indicator results at the end of the first quarter of 2019/20.

There were currently 11 Key Performance Indicators that were reported to this committee on a quarterly basis. At the end of the first quarter 2019/20:

- Five indicators were traffic lighted green, which showed that the annual targets for these indicators had been achieved.
- No indicators were traffic lighted amber.
- Four indicators were traffic lighted red, which showed that the target set had not been met and performance had decreased compared to the previous year.
- Two indicators were not measurable.

In respect of the percentage of employees ceasing employment, it was noted that every leaver attended an exit interview and the company had started carrying these out within the first week of receiving notification that an employee was leaving. The point was made that the effective use of this indicator was the reasons why a person was leaving the company and learning from this. It was agreed that the reasons for leaving and any learning from this would be added to the comments for future reports.

RESOLVED – (i) That the committee is satisfied with the Key Performance Indicator results at the end of the first quarter of 2019/20.

- (ii) That the committee receive clarification of the breakdown of voluntary leavers.
- (iii) That the reasons for leaving and learning from this be added to the comments section in future reports when reporting percentage of employees ceasing employment.

4 EQUALITY AND DIVERSITY UPDATE – FIRST QUARTER 2019/20

The committee received a summary of the following equality and diversity work within the company in the first quarter of 2019/20: -

- Knowing Our Customers
- Equality and Diversity Strategy
- Equality, Diversity and Inclusion (EDI) Group
- Equality and Diversity at Work training
- Community Investment
- Summary of activities
- Future activity

The committee welcomed the equality and diversity at work training and the fact that going forward it would be delivered in-house. The new board members were encouraged to attend.

It was noted that the Community Fund eligibility criteria was being updated and a report would be taken to the next Board Meeting on 19 September 2019. A copy of the Community Fund Impact Report for 2018/19 would also be submitted for information.

- RESOLVED –
- (i) That the committee is satisfied with the progress activity relating to equality and diversity carried out in the first quarter of 2019/20.
 - (ii) That the committee place on record its congratulations to the Equality and Diversity Team for the impact it was making.

5 HUMAN RESOURCES UPDATE – FIRST QUARTER 2019/20

The committee received an update on general human resources initiatives and developments for the first quarter 2019/20.

The total sickness absence for the period was 3,349 days, which equated to 4.34 days per full time equivalent (compared to 4 days same period last year). 114 (0.66 days per FTE) and 70 (3.68 days per FTE) employees were absent with short and long term absence respectively.

The three main causes of absence were impaired mental health and wellbeing, musculoskeletal and post-operative.

The company continued to manage absence in line with the absence management policy and procedure, and details of absence review meetings held during the period were reported. It was agreed that the committee would receive more information on the outcome of long term sickness absence review meetings in future reports.

Details of health and wellbeing support activity, work life balance applications, employee relations, recruitment, learning and development activity, management development, recruitment of apprentices and performance and development appraisal were reported.

The committee was informed that discussions were taking place with the trade unions about employees coming close to retirement passing on their skills to apprentices.

It was noted that the aging workforce was a shared issue of both the company and the Council.

The committee noted that the six joinery and plastering apprentices who started in September would be featured in the next TGHC news. Positively, other apprentices who recently graduated had been offered permanent contracts.

Given the aging workforce, the committee encouraged the company to be as ambitious as possible when looking to recruit apprentices. It was noted that the company was now looking to expand into other areas of the business. A career grades was being developed for quantity surveyor post as the company tried to be more creative.

The Board was informed that the Being Resilient course was an external course delivered by PSA with limited places available to each organisation. The company receives feedback on whether the course was beneficial. The company was currently developing its own mental health programme that had the right impact.

RESOLVED – (i) That the committee is satisfied with the human resources update.

(ii) That the committee receive more information on the outcome of long term sickness absence review meetings in future reports.

6 HEALTH AND SAFETY UPDATE – FIRST QUARTER 2019/20

The committee received an update on the following health and safety activities during the first quarter of 2019/20: -

- Performance monitoring
- Delivery activity
- Accidents/Incidents and Near Misses
- Other health and safety issues

The committee received an update on progress with the Corporate Health and Safety Plan 2017-19. Of the 38 proposed actions, 13 still remained to be completed.

The committee welcomed that the number of accidents and incidents had fallen and that more near misses were being captured.

However, the committee expressed its continued frustration that 13 actions had still not been completed, three of which had target dates put back once and the other 10 more than once, and for five the status suggested no progress had been

made since the last quarter. The committee stressed that it would be very dissatisfied if any of the outstanding actions were not completed by their new target dates.

RESOLVED – (i) That the health and safety update at the end of the first quarter be noted.

(ii) That the committee's concerns regarding the outstanding actions from the Corporate Health and Safety Action Plan 2017-19 be noted.

7 DATE AND TIME OF NEXT MEETING

The next meeting Resources Committee would be held on Thursday, 7 November 2019 at 10am in Room S21, Gateshead Civic Centre, Regent Street, Gateshead

8 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED – That the press and public be excluded from the meeting during consideration of the remaining business in accordance with the indicated categories of the company's Access to Information Rules.