

## HR Sub Group - Actions

23<sup>rd</sup> August 2016, at 2pm

**Attendees:** John Gibson (UNISON), Rikki Selkirk (GMB), Margaret Macrae (RCN), Alasdair Bruce (Finance), Caroline Campbell (CS), Ailsa Mackay (D&I), Murdo Macdonald (HR), Elaine Barrie (HR), Gena Falconer (H&S), Claire Blackburn (HR)

**Apologies:** Martin Murphy (UCATT), Liz Mackay (UNISON), Mick Haymer (GMB), Alistair Wemys (UNITE), Caroline McCombie (EIS), Sandra Campbell (C&L), Brian Porter (C&L)

		Owner
1	<b>Minutes reviewed</b>	
2	<p><b>SharePoint site</b></p> <p>Reviewed updates to the proposed SharePoint site and agreed to use the site to store and share relevant documents.</p> <p><i>Actions:</i></p> <ul style="list-style-type: none"> <li>a. HR sub group members to receive access to the SharePoint site</li> <li>b. For members unable to access the site documents will be sent out via email</li> </ul>	<p><b>Claire</b> <b>Claire</b></p>
3	<p><b>Supporting improved work performance – Guidance</b></p> <p>Following discussion at the sub group on the 8<sup>th</sup> February it was agreed to review the application of the guidance at this meeting.</p> <p>No concerns were raised by the group on the application of this guidance.</p>	
4	<p><b>Mental Health first aid provision</b></p> <p>Mental Health First Aiders is a project led by Scotland’s Mental Health First Aid in conjunction with the NHS. It was agreed at the last meeting to have a further discussion about how this initiative could work in the Council.</p> <p>Following discussion it was agreed that even though funding for this project has been pulled the Council would continue with this initiative as 23% of employees who are absent from work are absent due to a mental health condition.</p> <p><i>Actions:</i></p> <ul style="list-style-type: none"> <li>a. It was agreed this approach, as per the paper, would be used to promote and sustain mental well-being for Highland Council staff</li> </ul>	<p><b>Murdo</b></p>
5	<p><b>Attendance Management Guidance</b></p> <p>Following a period of consultation, it was agreed to publish the updated Attendance Management Guidance.</p> <p><i>Actions:</i></p> <ul style="list-style-type: none"> <li>a. Publish the updated guidance.</li> </ul>	<p><b>Claire</b></p>

6	<p><b>Redeployment &amp; Redundancy - key principles</b></p> <p>The principles had been drafted by HR to ensure consistency across Services and management when dealing with the application of the R&amp;R policy to support workforce planning. HR invited the sub group to comment on the drafted principles and process map.</p> <p>Following discussion it was agreed that:</p> <ul style="list-style-type: none"> <li>• Clarification required on who would be covered by these principles e.g. NHS and LNCT employees</li> <li>• The principles need to include clarification on the process for employees in an 'acting up' post</li> <li>• Explanation needed if an employee refuses suitable redeployment</li> <li>• Flow chart to include 'informing employees' in step 1</li> </ul> <p><i>Actions:</i></p> <ul style="list-style-type: none"> <li>• Review feedback received at the meeting and update key principles and flow chart accordingly.</li> <li>• Send updated documents to the sub group for review and arrange a further meeting if required</li> </ul>	<p>Elaine</p> <p>Elaine</p>
7	<p><b>Recognition of NHS length of service and pension issues</b></p> <p>HC and NHS Highland have a reciprocal agreement recognising continuous service for annual leave, occupational sick pay, occupational maternity leave and Flexible Working entitlements. HR invited the sub group to comment on the proposal of extending this provision to assist with recruitment issues.</p> <p>Following discussion it was agreed that:</p> <ul style="list-style-type: none"> <li>• Unions would require further time to review this proposal and consult wider within their Union</li> </ul> <p><i>Actions:</i></p> <ul style="list-style-type: none"> <li>• Email to be sent out to union reps explaining what was being proposed and the impact on pension schemes.</li> <li>• Email to include a date for comments/concerns to be returned by.</li> </ul>	<p>Elaine</p> <p>Elaine</p>
8	<p><b>JE Scheme – third edition</b></p> <p>Agreed to hold a separate meeting to discuss when all parties are present</p>	<p>Murdo/Elaine</p>
9	<p><b>HR Legislative Updates</b></p> <p>The Sub Group considered forthcoming HR legislation.</p>	
10	<p><b>Trade Union Items</b></p> <p>RCN asked for clarification on which PIN policies apply to NHS staff including disciplinary and grievance. Also requested clarification and formal agreement on how redeployment across HC and NHS Highland works.</p>	

	<i>Actions:</i> <ul style="list-style-type: none"><li>• Meeting to be arranged to discuss these points further</li></ul>	<b>Elaine</b>
6.	<b>Next Meeting</b> It was agreed that the next meeting would be held on 7 <sup>th</sup> February 2017 at 2pm in Committee Room 4, HQ	