

## HR Sub Group - Actions

**21<sup>st</sup> March 2017, at 2pm**

**Attendees:** John Gibson (UNISON), Paul Macpherson (GMB), Angus Cameron (GMB), Margaret Macrae (RCN), Alistair Bell, (EIS), Alasdair Bruce (Finance), Ailsa Mackay (D&I), Bill Alexander (C&L), Murdo Macdonald (HR), Elaine Barrie (HR), Claire Blackburn (HR), Brigitte Johnstone (HR), Isabelle McLellan L&D), Jim McCreath (H&S)

**Apologies:** Martin Murphy (UCATT), Liz Mackay (UNISON), Alistair Wemys (UNITE), Sandra Campbell (C&L), Brian Porter (C&L), Caroline Campbell (CS), Rikki Selkirk (GMB),

		Owner
1	<p><b>Mental Health Representative initiative</b></p> <p>Presentation on the roll out of Mental Health Representative initiative and training that will be launched in May 17.</p> <p><i>Actions:</i></p> <ul style="list-style-type: none"> <li>a. It was agreed to add a link to the Royal College of Nursing toolkit from the Highland Council Mental Health and Wellbeing toolkit.</li> <li>b. Union reps invited to attend the 1 day course. Bookings should be made via the L&amp;D intranet site.</li> </ul>	<p><b>Margaret/Isabelle</b></p> <p><b>Union reps</b></p>
2	<p><b>Recognition of NHS length of service and pension issues</b></p> <p>Following discussion at the sub group it was agreed that the paper would be reviewed and added to the next partnership meeting to confirm agreed position.</p> <p><i>Actions:</i></p> <ul style="list-style-type: none"> <li>a. EB to send an email to John Gibson outlining the reasons and purpose of the proposal.</li> <li>b. John Gibson to confirm position at the next staff partnership meeting.</li> </ul>	<p><b>Elaine /John Gibson</b></p>
3	<p><b>Equal Pay Statement and Gender Pay Gap Report</b></p> <p>Report and figures reviewed by the group and initially discussion taken place about potential actions that could be taken. Agreed that further meeting required to discuss the topic further</p> <p><i>Actions:</i></p> <ul style="list-style-type: none"> <li>a. Meeting to be arranged to develop an action plan.</li> </ul>	<p><b>Murdo</b></p>
4	<p><b>Equality in Employment</b></p> <p>Report and figures reviewed by the group and initially discussion taken place about age and disability. Agreed that further meeting required to discuss the topic further.</p>	

	<p><i>Actions:</i></p> <ul style="list-style-type: none"> <li>a. Meeting to be arranged in conjunction with point 3 to develop an action plan.</li> </ul>	<b>Murdo</b>
5	<p><b>Redeployment Procedures between Highland Council and NHS Highland</b></p> <p>Following discussion the paper was agreed in general terms however further clarification required on particular points.</p> <p><i>Actions:</i></p> <ul style="list-style-type: none"> <li>a. Clarification on protection of salary.</li> <li>b. Clarification on the redeployment process and challenging the recruiting manager.</li> <li>c. Feedback above comments to NHS Highland for final paper to be drafted for agreement.</li> </ul>	<b>Elaine</b>
6	<p><b>JE Scheme – third edition</b></p> <p>Initial findings of JE Scheme third addition desk top exercise presented and discussed.</p> <p><i>Actions:</i></p> <ul style="list-style-type: none"> <li>a. Review the initial findings and plan progress with HC and Unions via the JE scrutiny board.</li> </ul>	<b>Elaine</b>
7	<p><b>HR Legislative updates</b></p> <p>The Sub Group considered forthcoming HR legislation.</p>	
8	<p><b>Trade Union Items</b></p> <p>GMB raised concerns on how the attendance process is managed by some managers. Feedback received that managers had moved quickly into the formal review process without the proper process being followed and contact made.</p> <p><i>Actions:</i></p> <ul style="list-style-type: none"> <li>a. Meeting to be arranged to discuss these points further with GMB, Attendance Support Officer and Elaine.</li> </ul>	<b>Elaine</b>
9.	<p><b>AOB</b></p> <p><b>Temporary Higher Grade Duties</b></p> <p>Following a review of the changes and a discussion about the paper it was agreed in principal however further changes would be required before agreement met.</p> <p><i>Actions:</i></p> <ul style="list-style-type: none"> <li>a. Review the level of authority required e.g. Head of Service/Director level.</li> </ul>	<b>Brigitte</b>

	<ul style="list-style-type: none"><li>b. Review process for agreeing acting up payments in high volume areas.</li><li>c. Review 'frontline services' wording in the proposed guidance.</li><li>d. Review the time limit suggested of 3 months.</li><li>e. Make suggested amendments (as above) and send out to the HR sub group for final comments.</li><li>f. Submit to the staff partnership forum.</li></ul>	
10.	<b>Next Meeting</b> <b>Tuesday 22<sup>nd</sup> August at 10.30am, Committee Room 3</b>	