HR Sub Group - Actions

22nd August 2017, 10.30

Attendees: John Gibson (UNISON), Rikki Selkirk (GMB), Angus Cameron (GMB), Margaret Macrae (RCN), Alistair Bell (EIS), Martin Murphy (UCATT), Caroline Campbell (CS), Sandra Campbell (C&L), Elaine Barrie (HR), Claire Blackburn (HR), Kateryna Zoryk (HR)

Apologies: Alasdair Bruce (Finance), Ailsa Mackay (D&I), Liz Mackay (UNISON), Alistair Wemys (UNITE), Murdo Macdonald (HR), Brian Porter (C&L), Matt Bailey (CIP)

1 Attendance Management GMB requested an update on the points they raised at a previous meeting reference the attendance management process. Action: a. Confirm to GMB actions taken in relation to the points raised 2 Lean Programme Overview of the lean process and methodology and a review of curre and planned projects Action:	Elaine Barrie
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a. Meeting to be rescheduled for this presentation as MB unab	ple to Matt Bailey
3 Developing a Construction Charter Signing up to a Construction Charter has been raised at a national leverage and the Council supports drawing up a Charter with input from a range of relevant parties e.g. union reps, procurement colleagues (i.e. Highlar Aberdeen City and Shire), property managers and HR. We believe we compliant with the general principles of the Charter namely committed contractors to comply with standards on a range of issues e.g. health safety, local community benefits, payment of Scottish Living Wage, development of industry skills and equalities. We would therefore welcome comments and views from the HR Sub Group to work with to develop a Construction Charter.	of nd, ee are ting n and
Action: a. Confirm list of authorities that already have a construct charter in place b. Discuss further with procurement c. Liaise with HR sub group as and when required	tion Kateryna Zoryk
HR equalities action plan Session to progress discussions from HR sub group on 21 st March on	

	Gender Pay Gap and Equality in Employment reports	
	Action:	
		Murdo MacDonald
_	a. Session to be rescheduled as JMM not available.	
5	HR Legislative updates	
	The Sub Group considered forthcoming HR legislation	
6	Trade Union Items	
	 Unison requested confirmation of the protocol HR and Managers follow when deciding where a vacant post should be advertised, ie, internally, externally or both. 	
	Actions:	
	 a. Report to be sent confirming areas/discussion points within Service Vacancy Management Groups b. Consider and develop guidance to support this report 	Elaine Barrie
	 RCN confirmed HMRC have developed guidance for childcare vouchers/salary sacrifice when on maternity leave. Requested update on the Councils procedure in these situations 	
	Actions:	Elaine Barrie
	a. Review and confirm back process within the Council	
10.	Next Meeting	
	Wednesday 7 th March at 10.30am, CR 3, HQ	