HR Sub Group – Note/Actions

29th October 2020, 11.00

Attendees: Alistair Bell (EIS), Anne MacPherson (E&L), Caroline Campbell (C&P), Colin Sharp (P&H), Iain Swayne (R&F), John Gibson (UNISON), Marina MacDonald (HR), Louise McGunnigle (HR), Margaret MacRae (RCN), Paul MacPherson (GMB), Sharon Barrie (P&H), Rikki Selkirk (GMB)

Apologies: Ailsa Mackay (I&E), Brian Porter (H&SC), Elaine Barrie (HR), Evelyn Johnston (P&G), Liz Mackay (UNISON), Murdo MacDonald (HR), Richard Whyte (UNITE), Samantha Purdie (RCN)

Guest speakers:

Hannah Jones – Standby Scheme, HR Improvement Workshops Isabel McLellan – Bereavement Leave Guidance, Bullying & Harassment Guidance Kateryna Zoryk & Mark Greig – Return to Work Agility Lockdown Project Mike Cooper – Transport & Logistics Policy

Observers: Jane Henderson (HR), Angela MacRae (HR)

		Owner	Updates
1	Review Actions from Last Meeting 1, 2 and 3 – actioned 4 – on the agenda for 29-10-20 5 – actioned 6 – on agenda for 29-10-20 7 – actioned 8 – Private use of Council vans: Action required: Paul and Kateryna to meet, with Unions being consulted on any changes Amended guidance to be circulated and updated on HR Microsite (NB: does not need to be resubmitted to HRSG)	Kateryna/Paul	Done Done
2	SJC 20-60 Coronavirus (COVID-19) and SJC Leave Provisions Staff Guidance – Coronavirus (COVID-19) Meeting noted the temporary changes that still exist due to Covid-19. There have been no further changes and the latest version sits on the HR microsite. Unions will be kept up-to-date as we revert to normal policy.		
	 Actions: Guidance approved subject to: Staff guidance and provisions to be revised to reference staff who have been advised to self-isolate due to operations, whether that be for themselves or family members Amended guidance to be circulated and updated on HR Microsite (NB: does not need to be resubmitted to HRSG) 	Louise	Done
3	Standby Scheme The Standby Scheme has been revised to include reference to appropriate rest breaks, in accordance with the Working Time Regulations, noting: • There is a minimum rest period of 11 hours between the working day or shift, and the beginning of the next		

 Rest breaks can vary, if there is a minimum rest break of average rest break of 11 hours over a week 	6 hours with an	
Actions: Amended Scheme approved subject to: Standby Scheme to be revised further to include reference that legislative rest breaks for drivers, which cannot be overridden Revised Scheme to be circulated and updated on Microsite (NB: does not need to be resubmitted to HRSG)	Hannah	Done
Bereavement Leave Guidance The Bereavement Leave Guidance has been updated to reflect the impact of Covid-19 on bereavement, support available through the EAP, comprehensive list of available support resources and the addition of the parental entitlement to bereavement leave in April 2020. Actions: Guidance approved subject to: Paid leave section that references husband/wife/same sex partners Paid last bullet point in 1, to clarify if Managers have entitlement to extend beyond 10 days Clarify pro rata entitlement for part-time staff Clarification to be provide in relation to any appeals process available Determine if further communication is required, highlighting replacement service to Scottish Counselling Services Amended guidance to be circulated and updated on HR Microsite Feedback from EAP requested by GMB – discuss with HS&W Manager – determine if this should sit with H&S meeting rather than HRSG and incorporate data on HR Dashboard	<pre>} } } Isabel } } } sabel Isabel</pre>	Isabel working on this 04-03-21
• Consider LNCT re. this and discuss with EIS (NB: does not need to be resubmitted to HRSG)	Anne/Alistair	No update received from Anne yet
Bullying & Harassment Guidance The Bullying and Harassment Guidance which has been live for some time has been updated to include details of the B&H Contacts who have been trained. Further B&H Contacts will be trained, so there is representation from all Services. The Employee Assistance Programme is also now referenced in the Guidance. Actions: Guidance approved subject to: Confirmation regarding mediation now being available	}	13 B&H Contacts now trained/on list. Will review, some replacements may be req'd. Mediation not available via EAP – got quote - going to do
via the EAP to be obtained and to be reference in the Guidance	} Isabel }	Mediation Training – Isabel

	Amended guidance to be circulated and updated on HR Microsite (NB: does not need to be resubmitted to HRSG)	}	writing up summary of proposal to brief meeting with
	Discussion to take place with Margaret (RCN) initially and then other Unions re. changes to PIN policies and consideration to be given to stop using PIN policy	Jannet	Jannet/Margaret met 03-03-21 – Working Group being set up to take forward
6	Transport & Logistics Policy This policy has been revised and updated in relation to the use of telematics and CCTV. The policy incorporates the feedback/comments from Trade Unions following consultation. Actions: Revised policy approved subject to:	Mike/	Done
	 Review of wording regarding how information is shared and system checks Amended policy to be circulated for agreement (NB: does not need to be resubmitted to HRSG) 	Caroline	Bone
7	Abatement of Annual Leave following sick leave period in excess of 3 months It was noted that reinstatement of this practice, which is in line with terms and conditions, is being considered. Further discussion required to clarify why this is being considered and the implications for HC and NHS terms and conditions.		
	Actions: Paper to be prepared with some worked examples, for discussion with Trade Unions	Louise	c/f
8	Return to Work Agility Lockdown Project An update was provided in relation to the work that has been carried out to date by the Return to Work Agility Lockdown Project.		
9	HR Improvement Workshops c/f		Not being c/f – currently taken off agenda
10	HR Legislative Update Timetable 2020/2021 Circulated		
11	 Trade Union Items: Whistle-blowing Policy Union comments provided at staff side, but not agreed. Evelyn/Donna to be asked to engage directly with Unions to review policy, with HR being involved if helpful. Can be discussed at HRSG but noted that agreement needs to be through Audit and Scrutiny Committee. To be taken forward at Partnership Forum – could have implications for the B&H policy. 	Louise	Evelyn has item on agenda/verbal update for the meeting
	Review of Recruitment and Selection Policy and Guidance	Hannah	Item on agenda and Koreen giving verbal update

	Following the outcome of a grievance, a review of the Recruitment Selection Policy and Guidance will take place early in 2021.		
	Living Wage Consolidation To be discussed at the Pay and Conditions meeting.	Louise	Working Group set up to take forward
	NHS Policies – Standard template documents Meeting to be arranged regarding NHS policies, the differences to HC policies/ template documents and the potential implication of this.	Louise/Jannet	Jannet/Margaret met 03-03-21 – Working Group being set up to take forward
12	AOB		
	Frequency of HR Sub Group meetings For next 12 months will meet 3 times and review		
13	Date for next meeting TBC – potentially 3 rd March 2021 9.30am – 11.30am	Marina	