

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	<p>Review Actions from Last Meeting</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ Action required: Paul and Kateryna to meet, with Unions being consulted on any changes ○ Amended guidance to be circulated and updated on HR Microsite <p><i>(NB: does not need to be resubmitted to HRSRG)</i></p>	Kateryna/Paul	<p>Done</p> <p>Done</p>
2	<p>SJC 20-60 Coronavirus (COVID-19) and SJC Leave Provisions Staff Guidance – Coronavirus (COVID-19)</p> <p>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.</p> <p>Actions: Guidance approved subject to:</p> <ul style="list-style-type: none"> • 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 <p><i>(NB: does not need to be resubmitted to HRSRG)</i></p>	Louise	<p>Done</p>
3	<p>Standby Scheme</p> <p>The Standby Scheme has been revised to include reference to appropriate rest breaks, in accordance with the Working Time Regulations, noting:</p> <ul style="list-style-type: none"> • There is a minimum rest period of 11 hours between the working day or shift, and the beginning of the next 		

	<ul style="list-style-type: none"> Amended guidance to be circulated and updated on HR Microsite (NB: does not need to be resubmitted to HRSG) 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 	<p>}</p> <p>Jannet</p>	<p>writing up summary of proposal to brief meeting with</p> <p>Jannet/Margaret met 03-03-21 – Working Group being set up to take forward</p>
6	<p>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:</p> <ul style="list-style-type: none"> Review of wording regarding how information is shared and system checks Amended policy to be circulated for agreement <p>(NB: does not need to be resubmitted to HRSG)</p>	<p>Mike/ Caroline</p>	<p>Done</p>
7	<p>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:</p> <ul style="list-style-type: none"> Paper to be prepared with some worked examples, for discussion with Trade Unions 	<p>Louise</p>	<p>c/f</p>
8	<p>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.</p>		
9	<p>HR Improvement Workshops c/f</p>		<p>Not being c/f – currently taken off agenda</p>
10	<p>HR Legislative Update Timetable 2020/2021 Circulated</p>		
11	<p>Trade Union Items:</p> <ul style="list-style-type: none"> 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. Review of Recruitment and Selection Policy and Guidance 	<p>Louise</p> <p>Hannah</p>	<p>Evelyn has item on agenda/verbal update for the meeting</p> <p>Item on agenda and Koreen giving verbal update</p>

	<p>Following the outcome of a grievance, a review of the Recruitment Selection Policy and Guidance will take place early in 2021.</p> <ul style="list-style-type: none"> • Living Wage Consolidation To be discussed at the Pay and Conditions meeting. • 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. 	<p>Louise</p> <p>Louise/Jannet</p>	<p>Working Group set up to take forward</p> <p>Jannet/Margaret met 03-03-21 – Working Group being set up to take forward</p>
12	<p>AOB</p> <ul style="list-style-type: none"> • Frequency of HR Sub Group meetings For next 12 months will meet 3 times and review 		
13	<p>Date for next meeting TBC – potentially 3rd March 2021 9.30am – 11.30am</p>	<p>Marina</p>	