

HR Sub Group – Note/Actions

8 March 2021, 10.00

Attendees: Alistair Bell (EIS), Anne MacPherson (E&L), Colin Sharp (P&H), Evelyn Johnston (P&G), Hannah Jones (HR), Iain Swayne (R&F), Jannet Sikkema (HR), John Gibson (UNISON), Kateryna Zoryk (HR), Marina MacDonald (HR), Louise McGunnigle (HR), Margaret MacRae (RCN), Paul MacPherson (GMB), Rikki Selkirk (GMB), Sharon Barrie (P&H),

Apologies: Ailsa Mackay (I&E), Brian Porter (H&SC), Caroline Campbell (C&P), Isabel McLellan (HR), Liz Mackay (UNISON), Samantha Purdie (RCN), Siobhan McCready (UNITE)

Guest speakers:

Koreen MacDougall – Recruitment & Selection Guidance

Observers: Lorna MacKenzie (HR)

		Owner
1	Welcome & Apologies	
2	<p>Review Actions from Last Meeting (29 October 2020)</p> <ol style="list-style-type: none"> 1. Points from last Meeting – actioned 2. Shared Parental Leave Policy – changes to be circulated for approval before next meeting – April 2021 3. SJC 20-60 Coronavirus (COVID-19) and SJC Leave Provisions Staff Guidance (Coronavirus) - actioned 4. Standby Scheme – actioned 5. Bereavement Leave Guidance: <ul style="list-style-type: none"> ○ Amendments discussed and agreed at last meeting – revised guidance document to be circulated to HRSB Members for final approval and up uploaded to HR Microsite – April 2021 ○ Control document to be included, noting effective/review date ○ Anne and Alistair will take forward changes and will reflect in LNCT – to be taken forward to June 2021 LNCT meeting, if possible 6. Bullying & Harassment Guidance – actioned <ul style="list-style-type: none"> ○ Amended guidance to be circulated and updated on HR Microsite – April 2021 ○ Jannet and Margaret met regarding PIN policies and HC policies – there are pros and cons for both – a full comparison between PIN/HC policies to be carried out and a working group to be set up to take this forward 7. Transport & Logistics Policy – actioned 8. Abatement of Annual Leave following sick leave period in excess of 3 months – being carried forward 9. Return to Work Agility Lockdown Project update – no action required from HRSB 10. HR Improvement Workshops – taken off agenda as working slightly differently now – can take forward to future meetings as appropriate 11. HR Legislative Update Timetable 2020/2021 – no actions required 12. Trade Union Items: <ul style="list-style-type: none"> ○ Whistle-blowing Policy – Item 8 on today’s Agenda ○ Review of Recruitment and Selection Policy and Guidance – Item 6 on today’s Agenda ○ Living Wage Consolidation: <ul style="list-style-type: none"> ▪ Louise, John and Paul met to discuss ▪ Issue with resource to take forward full pay structure review at present ▪ Head of HR drafting a proposed way forward, which will be circulated in due course 	<p style="text-align: center;">Isabel</p> <p style="text-align: center;">Isabel</p> <p style="text-align: center;">Anne/Alistair</p> <p style="text-align: center;">Isabel Jannet</p> <p style="text-align: center;">Louise</p>

	<ul style="list-style-type: none"> ▪ To be discussed at Pay & Conditions meeting, or could potentially be wrapped into HRSG ○ NHS Policies – as per item 5 above – working group being set up to take forward <p>13. AOB – frequency of HRSB meetings – introduced 3 meetings p.a. due to large agenda</p>	Louise
3	<p>Engagement & Partnership Framework</p> <p>Progress made and meetings in place to take forward, ensuring Framework is fit for purpose and reflects the new vision and state of partnership.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Meetings to take forward review of Framework • Framework to be shared and discussed with HRSG Members • Circulate via email HRSG for comments – April 2021 	Louise
4	<p>Armed Forces Reservist Policy</p> <p>Armed Forces Reservist Policy and supporting documentation circulated to HRSG for comments, following the initial review that took place by Trade Unions Representatives.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Anne to provide comments from E&L Service in terms of school staff who have fixed leave dates • Any comments being passed to Marina by Friday 12th March 2021 • Any amendments to documents will be circulated to HRSH and uploaded to HR Microsite <p><i>(NB: does not need to be resubmitted to HRSG)</i></p>	Jane
5	<p>Engagement Strategy</p> <ul style="list-style-type: none"> • Second staff wellbeing survey being compiled for distribution in March • Following approval from ELT, a quotation exercise has been undertaken and BMG Research have been awarded the contract. Last full Employee Survey was carried out in 2015. Ideally to be conducted every 2 years going forward. <p>Currently at planning stage, with a view to running survey late May into early June.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Invite Trade Unions to be involved in compilation of survey <p><i>(NB: does not need to be resubmitted to HRSG)</i></p>	Louise
6	<p>Recruitment & Selection Guidance Review</p> <p>Review of policy and guidance taking place, with a team within HR researching other councils and private sector. Looking to review recruitment for all hiring managers, recruiting senior officers where there is Member involvement and guidance on recruiting interim senior officers. Not looking to make fundamental changes to these documents. It was noted that there is also an established set process for promoted teaching staff, which the E&L Service are looking to review and potentially take forward to LNCT meeting in June 2021.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Invite Trade Unions to be involved in review • Koreen and Anne to discuss and reference LNCT in Recruitment & Selection Policy/Guidance, as appropriate • Reviewed Policy and Guidance to be taken back to HRSG in due course 	<p>Koreen</p> <p>Koreen/Anne</p> <p>Koreen</p>

7	<p>Disability Confident Accreditation & Disability Passport</p> <p>HC have been awarded Disability Confident Employer Level 2 from 16-02-21 to 13-02-24. A Disability Confident Working Group has been set up, who are now progressing the existing good work within the Council and looking to achieve 'Leadership' status as a Disability Confident Employer, which is the 3rd and highest level. HC looking to establish improved recording and reporting on disability, mental health and wellbeing in the workplace – possibly in MyView, which staff can update themselves. The accreditation is given by the DWP.</p> <p>The working group will also consider implementing the Disability Passport which is a model containing a reasonable adjustments employer agreement, for TU reps to agree with their employer, and a template reasonable adjustments passport, to capture what adjustments have been put in place to eliminate barriers in the workplace.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Update on Level 3 accreditation can be provided at future HRSB • Short paper on how the Disability Passport can support THC approach 	Koreen Koreen/Paul
8	<p>Whistleblowing Policy</p> <p>Consultation with Trade Unions regarding the policy and process followed Highland Council agreeing to move the function across to the Fraud Team in October 2020 and the opportunity to comment ran from early November until January 2021. The feedback and support received from Trade Unions is much appreciated, and the policy was launched to staff in February 2021 via Staff Connections. An email address was provided as part of the launch and staff encouraged to provide comments by end of April 2021. Any final comments from the TU along with staff feedback will be drawn together and a final document incorporating any changes required will be taken to the Partnership Meeting on 3 June 2021, followed by Audit & Scrutiny Committee on 17 June 2021. An important aim being sought is to have data on whistleblowing available and reported annually. It was noted for the NHS that Whistleblowing refers to bullying and harassment while the Council's policy refers to fraud and this can create some confusion. NHS Whistleblowing has centralised national resources.</p> <p><i>(NB: does not need to be resubmitted to HRSG)</i></p>	
9	<p>HR Legislative Update Timetable 2020/2021 Circulated</p>	
10	<p>AOB – No items</p>	
11	<p>Date for next meeting 14th June 2021 10am – 12noon</p>	