

HR Sub-Group – Actions

27 October 2021, 9:30 – 11.30

Attendees: Alan McKinnie (C&P), Alistair Bell (EIS), Anne MacPherson (E&L), Colin Sharp (P&H), Evelyn Johnston (P&G), Iain Swayne (R&F), John Gibson (UNISON), Louise McGunnigle (HR), Marc Jackson (UNITE), Marina MacDonald (HR), Matt Bailey (Transformation), Paul MacPherson (GMB), Rikki Selkirk (GMB), Samantha Purdie (RCN)

Apologies: Ailsa MacKay (IE&E), Brian Porter (H&SC), Caroline Campbell (C&P), Margaret MacRae (RCN), Marie MacKenzie (HR), Sharon Barrie (P&H)

Guest speakers:

Elaine Barrie – Grievance Policy & Guidance

Hannah Jones – Bullying & Harassment

Jane Henderson – Armed Forces Reservist Policy

Jannet Sikkema – Shared Parental Leave Guidance/PIN Policies

Koreen MacDougall – Disability Confident Accreditation & Disability Passport/Recruitment & Selection Guidance

Observing: Louise Young (HR), Vanessa Gunn (HR)

		Owner
1	Welcome & Apologies – as above	
2	<p>Review Actions from Last Meeting (14 June 2021):</p> <p>2. Pending Actions from HRSG 8 March 2021:</p> <ul style="list-style-type: none"> ○ Living Wage Consolidation – c/f to future HRSG ○ Engagement Strategy – c/f to future HRSG <p>3. Engagement & Partnership Framework – to be cascaded to managers and promote ethos across HC</p> <p>4. Shared Parental Leave Guidance – actioned and noted that SNCT cover this for Teachers</p> <p>5. Disability Confident Accreditation & Reasonable Adjustments Disability Passport – c/f to future HRSG</p> <p>6. HR Policy Improvements:</p> <ul style="list-style-type: none"> ○ Recruitment & Selection Guidance – review of whole R&S process being undertaken ○ Grievance Policy & Guidance – c/f HRSG October 2021 ○ Disciplinary Policy & Guidance – final version of documents (including Authority to Dismiss List) to be emailed to HRSG Members for agreement, rather than taking back to HRSG ○ PIN Policies – comparison document being compiled to identify policies to be taken forward – Trade Union will be invited to attend working group/meeting – c/f to future HRSG ○ Fixed-term Contracts – c/f to future HRSG <p>7. HR Legislative Update Timetable 2021 - circulated</p> <p>8. Trade Union Items: TUC Dying to Work Charter - actioned</p>	<p>Louise</p> <p>Jane</p> <p>Jane</p> <p>Koreen</p> <p>Koreen</p> <p>Marie</p> <p>Jannet</p> <p>Louise</p>
3	<p>Grievance Policy & Guidance Review</p> <p>Further to consultation which had taken place via a working group, an overview of the changes to Policy and Guidance was provided. It was noted that the main changes are facilitating conciliation, revised Stage 3 Appeal, and revised timescale from 10 to 15 working days. It was also noted that an additional 10 trained mediators are now in place to assist in actively resolving issues informally. Points raised included the drafting of a flowchart, clarifying roles and clarifying various Stages within the Guidance, as well incorporating the scope/staff group and reference to appropriate PIN policies within the Guidance.</p> <p>Actions:</p> <ul style="list-style-type: none"> ● Further working group session/meeting to be held to discuss further 	Elaine
4	<p>Bullying & Harassment</p> <p>As noted above, 10 members of staff have undertaken an intensive 5-day mediation training course. Increasing the number of trained mediators will allow the organisation to recommend</p>	

	<p>mediation as an early intervention tool, to build positive relationships and prevent cases escalating which can negatively impact morale, wellbeing, and productivity. The HR Microsite will be updated to provide staff with easy access to one dedicated webpage where they can access information and support relating to bullying and harassment. There has also been an improvement in the way B&H cases are recorded which will provide better data for monitoring.</p> <p>Actions:</p> <ul style="list-style-type: none"> Update HR Microsite (NB: does not need to be resubmitted to HRSO) 	Hannah
5	<p>Abatement of Annual Leave following sick leave period in excess of 3 months To be taken forward in Pay & Conditions meeting with the Trade Unions (rather than HRSO) – looking to minimise impact on staff, but mindful of statutory conditions. We have chosen not to implement recently, although has previously been applied.</p> <p>Actions:</p> <ul style="list-style-type: none"> Pay & Conditions meeting with Trade Unions to be arranged (NB: does not need to be resubmitted to HRSO) 	Elaine
6	<p>Holiday Pay/Back Pay The backpay has been processed and relevant staff will receive payment in October 2021 – it was noted that for staff who have had a change of job, payment will be received in November 2021. Queries received are being worked through. Staff who have submitted related ET claims will receive individual communication regarding their claim and this will also be discussed with Trade Union Representatives. Guidance is available on MyView (on payslips). (NB: does not need to be resubmitted to HRSO)</p>	
7	<p>Armed Forces Reservist Policy - Gold Status achieved and Award presented by Chief of Defence at Edinburgh Castle. (NB: does not need to be resubmitted to HRSO)</p>	
8	<p>Staff Survey This survey was due to have been issued after October holidays, however, due to a number of factors including another all-staff survey, the decision was made to delay until Springtime to ensure we have maximum interaction/response – will be working with Trade Unions in terms of questions – some will stay the same to give “trend” data.</p> <p>Actions:</p> <ul style="list-style-type: none"> Survey to be finalised and issued (NB: does not need to be resubmitted to HRSO) 	Louise
9	<p>HR Service – Manager Survey Audit of HR taking place in line with cyclical Service audits, which will include a survey to managers – Trade Unions will be included. (NB: does not need to be resubmitted to HRSO)</p>	
10	<p>HR Legislative Update Timetable 2021 – Circulated</p>	
11	<p>AOB:</p> <ul style="list-style-type: none"> Standby Policy – discussed at ELT in April 2021 as some senior managers enquired if they were on standby Actions: <ul style="list-style-type: none"> Update to be provided via email rather than taking back to HRSO (NB: does not need to be resubmitted to HRSO) Living Wage Consolidation - Unison have agreed to an extension Actions: <ul style="list-style-type: none"> Update to be provided to Trade Unions within agreed timescale/extension 	Louise Louise
12	<p>Date for next meeting</p> <ul style="list-style-type: none"> Wednesday 30th March 2022 9.30am – 11.30am 	