

HR Sub-Group

Date: 8th February 2023, Time: 9.30am, Location: Microsoft Teams

Attendees: Alistair Bell (EIS), Anne MacPherson (C&L), Carol Campbell (R&F – attending on behalf of Iain Swayne), Caroline Campbell (C&P), Colin Sharp (H&P), Jane Henderson (HR), John Frew (Unison), Koreen MacDougall (HR), Louise McGunnigle (HR), Marie Mackenzie (HR), Paul MacPherson (GMB), Rikki Selkirk (GMB), Samantha Purdie (RCN), Sharon Barrie (H&P).

Apologies: Ailsa Mackay (IE&E), Iain Swayne (R&F), Isabel McLellan (HR), Margaret MacRae (RCN), Matt Bailey (Transformation), Jannet Sikkema (HR), Marina MacDonald (HR), Hannah Jones (HR).

Observing/Note Taking: Audrey Shepherd (HR), Heather Malcolm (HR).

Agenda Item	Owner
1	Welcome and Apologies – as above
2	<p>Review Actions from last meeting – 2nd November 2022</p> <ul style="list-style-type: none"> • Pay Modelling – An option was agreed upon by Council and TU and out for ballot with TU's. Planned implementation for April 2023. Remain on Agenda for updates. Louise • Staff Survey – Complete. Louise • Recruitment & Selection Policy – Final content agreed and guidance now on microsite. Training being developed with People Development team. No further action. Koreen • Grievance Policy – Policy been approved by HRSG and ELT – due to go to Resources Committee in coming weeks. C/f to next HR Sub meeting. Jannet/Hannah • Disciplinary Policy – Approval was not given by Members in relation to a change to the composition of the appeal panel. The policy and guidance will be finalised on this basis. Disciplinary training will be available in coming the weeks. No further action. Marie • Fixed-Term Contracts Policy – agenda item 7. Koreen • Redeployment & Redundancy Policy – C/f to next HR Sub meeting. Hannah • Mediation – Complete. Hannah • Excess Travel – C/f to next HR Sub meeting. Elaine • Maternity Provision – No further action. Lorna • Carer Positive Policy – Work is ongoing into the development of the policy. C/f to next HR Sub meeting. Marie • PIN Policy Update – No updates. Remain on Agenda for updates when they occur. Margaret / Jannet • HR Legislative Update – Government has launched consultation on holiday pay for those working irregular hours. Process ends 9th Marie

	March. Further information and guidance will be shared with group when available.	
4	<p>'With Cause' Drug & Alcohol Testing</p> <p>Proposal made by Caroline Campbell to introduce 'With Cause' Drug & Alcohol Testing to the organisation. If there is a reasonable suspicion that an employee has been under the influence of drugs or alcohol following an incident or near miss, proposal is that they be tested. Key point made that it would not be random testing but where there is reasonable suspicion.</p> <p>Action: Working group to be arranged, with HR lead to be identified.</p>	<p>Caroline Campbell</p> <p>Marie</p>
5	<p>Sexual Harassment Policy</p> <p>New Policy & Guidance has been circulated to the group and seeking approval for a stand-alone policy. This is to support the Council seeking accreditation to achieve Bronze level Equally Safe at Work (ESAW) employer accreditation.</p> <p>Action: Not approved by HRSRG. Comments to be e mailed to Isabel. C/f to next HR Sub.</p>	Isabel
6	<p>Annual Leave Policy Update</p> <p>The Annual Leave policy has now been updated to reflect the additional annual leave entitlement from the pay award. Entitlement increases from 20 to 21 days for those with less than 5 years' service, and from 25 to 26 days for those with +5 years' service. This would be pro-rated for part-time employees. Public Holidays remain unchanged.</p> <p>Action: Complete</p>	Hannah
7	<p>Fixed Term Contracts</p> <p>Policy and guidance have been shared with feedback provided. Request made to implement policy/guidance – granted by HRSRG.</p> <p>Raised that Teachers have own agreement around the use of temporary contracts and if this should be incorporated into the new policy/guidance before documents made live.</p> <p>Action: Current documents to be reviewed to add in links to LNCT agreements if appropriate.</p>	Koreen/Anne/Alastair
8	<p>TU Items:</p> <ul style="list-style-type: none"> • None Received 	

9	A.O.B. <ul style="list-style-type: none">• No AOB	
10	<u>Date and time of next meeting</u> <ul style="list-style-type: none">• Wednesday, 21st June 2023 (9.30am – 11.30am)	