

## HR Sub Group - Actions

**8<sup>th</sup> February 2016, at 10.30am**

**Attendees:** John Gibson (UNISON), Rikki Selkirk (GMB), Margaret Macrae (RCN), Brian Porter (C&L), Ailsa Mackay (D&I), Murdo Macdonald (HR), Elaine Barrie (HR), Cathy Christie (HR), Claire Blackburn (HR)

**Apologies:** Martin Murphy (UCATT), Liz Mackay (UNISON), Mick Haymer (GMB), Alistair Wemys (UNITE), Caroline McCombie (EIS), Sandra Campbell (C&L)

|   |   | Owner  |
|---|---|--|
| 1 | <p><b>SharePoint site</b></p> <p>The Sub Group reviewed the constitution previously agreed.</p> <p>It was agreed that the two formal meetings would be supplemented by additional meetings as required. It was also agreed to use the proposed Share Point Site to share relevant documents.</p> <p><i>Actions:</i></p> <ul style="list-style-type: none"> <li>a. Review member access to the site and set up HC email accounts for those that do not have them.</li> <li>b. Add link to committee papers to Share Point Site.</li> <li>c. Add a list of group members to the Share Point site</li> </ul>   | <p><b>Claire</b></p> <p><b>Claire</b></p> <p><b>Claire</b></p> |
| 2 | <p><b>Supporting improved work performance – Guidance</b></p> <p>Following a period of consultation, the Staff Partnership Forum agreed new guidance on supporting work performance at our meeting on 27 May 2015. Following implementation the trade union representatives proposed improvements to the language style and organisation of the document.</p> <p>Following discussion HR proposed a revised draft to the Subgroup. The Sub Group agreed the revised draft for use draft with immediate effect with the modification that reference should be made to the online Performance Management Toolkit. It was also agreed to review the application of the policy at the next meeting (23 August).</p> <p><i>Actions:</i></p> <ul style="list-style-type: none"> <li>a. Include reference to (and link) to the toolkit in the guidance.</li> <li>b. Publish the revised guidance.</li> </ul> | <p><b>Murdo</b></p> <p><b>Murdo</b></p>                        |
| 3 | <p><b>Mental Health first aid provision</b></p> <p>Mental Health First Aiders is a project led by Scotland’s Mental Health First Aid in conjunction with the NHS. HR invited the Sub Group to discuss whether this was an initiative that the Council should support and, if so, consider the best method of implementation.</p> <p>Following discussion it was agreed that:</p>  |  |

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|    | <ul style="list-style-type: none"> <li>• The availability of the course should be opened up to a wider range of delegates with the aim of further increasing awareness of mental health.</li> <li>• The title 'First Aider' should be reviewed. (It was suggested that mental health champions may be more appropriate).</li> <li>• It would be helpful to review further information on how the initiative works operates in other organisations.</li> </ul> <p><i>Actions:</i></p> <ul style="list-style-type: none"> <li>a. Draft further options for achieving the aim of increasing awareness of mental health and supporting wellbeing.</li> </ul> | <b>Cathy</b>   |
| 4  | <p><b>HR Legislative Updates</b></p> <p>The Sub Group considered forthcoming HR legislation.</p>   |                |
| 5  | <p><b>Trade Union Items</b></p> <p>The trade unions asked for an update on the Council's position regarding the review of the SJC Job Evaluation Scheme</p> <p><i>Actions:</i></p> <ul style="list-style-type: none"> <li>a. Arrange a meeting to discuss the Council's position on the implementation of the revised JE Scheme.</li> </ul>  | <b>Elaine.</b> |
| 6. | <p><b>Next Meeting</b></p> <p>It was agreed that the next meeting would be held at 2pm on 23 August 2016 in Committee Room 1</p>   |                |