

HR Sub Group - Actions

28th February 2019, 11.30

Attendees:

Alasdair Bruce (Finance), Rikki Selkirk (GMB), Paul McPherson (GMB), Alistair Bell (EIS), Caroline Campbell (CS), Laura Williamson (D&I) Anne MacPherson (C&L), Steve Walsh (HR), Elaine Barrie (HR), Louise McGunnigle (HR),

Apologies: John Gibson (UNISON), Margaret Macrae (RCN), Ailsa Mackay (D&I) Murdo Macdonald (HR)

Guest speakers:

Evelyn Johnston & Donna Sutherland- Staff Surveillance Policy

Keith Masson – Travel and Subsistence policy

Gena Falconer – Menopause Guidance

Kateryna Zoryk - Private Use of Council and Construction Charter

		Owner
1	<p>Staff Surveillance</p> <p>During 2018 a need was identified through a management investigation for staff surveillance. At this time discussion with the Head of Corporate Governance identified that the arrangements under the Regulation of Investigatory Powers (Scotland) Act 2000 (RIPSA) only apply to the Council's regulatory functions and could not be applied to staff. Following discussion with the Depute Chief Executive/Director of Corporate Resources and the Head of Corporate Governance it was agreed to develop an appropriate staff policy.</p> <p>Action: New policy agreed subject to:</p> <ul style="list-style-type: none">• <i>Minor changes to wording in sections 1.2, 1.3, 1.7, 3. Recirculate for final agreement. (NB: does not need to wait for next HRSB meeting)</i>	EJ/DS
2	<p>Travel Scheme – Travel and Substance Policy</p> <p>This policy revises and updates the Travel & Subsistence policy, which was last substantively updated in 2011. The policy sets out best practice for staff, and better defines the decision-making process which should be undertaken where travel on Council business is required.</p> <p>Action: Changes approved.</p>	KM

	<ul style="list-style-type: none"> • Develop corporate communication to launch changes • Develop video training guide for electric car use 	
3.	<p>Menopause Guidance</p> <p>The guidance sets out best practice for line managers, including suggested reasonable adjustments in line with menopausal symptoms.</p> <p>The guidance will be promoted by HR staff and the Occupational Health provider. The support of the Trade Unions in communicating this support to their members is welcomed.</p> <p>Action: Guidance approved.</p> <ul style="list-style-type: none"> • TU's to share own guidance with Gena and note any areas for inclusion in the THC guidance. • Publish Guidance 	<p>GF</p> <p>TU's</p>
4.	<p>Special Leave Policy & Guidance on Bereavement Leave.</p> <p>A review of the Special Leave Policy has taken place which clarifies and modernises categories within the policy. It also takes account of the provisions in the UK Government's published consultation on Parental Bereavement and Pay Regulations due to come into force in April 2020.</p> <p>Propose changes to the policy are as follows:</p> <ul style="list-style-type: none"> • Line Manager responsible for approving leave with exceptional circumstances not covered in policy approved by Head of People and ICT • specifies paid leave for election duties • additional links to approved bodies covered by Voluntary Emergency Services • increase paid period of leave for absence due to bereavement <p>Action:</p> <ul style="list-style-type: none"> • Review wording around Return To Work as discussed. Recirculate for further comments. <i>(NB: does not need to wait for next HRSRG meeting).</i> 	<p>EB</p>
5.	Disciplinary Policy & Guidance	EB

	<p>The Disciplinary Policy and Guidance has been updated to reflect alternative options following a risk assessment to a precautionary suspension in cases of alleged gross misconduct to enable the employee to remain in the work place while an investigation is being undertaken</p> <p>Action required: Policy</p> <ul style="list-style-type: none"> • Approved • Raise appeal timescale with Members <p>Action required: Guidance</p> <ul style="list-style-type: none"> • Approved pending following changes: <ul style="list-style-type: none"> ○ Update template letters ○ Update to include Head of HR in any suspension decisions ○ Update to include communicating Police delay to employees 	
6.	<p>Bullying and Harassment Policy Review, finalise and approve draft Guidance</p> <p>Action:</p> <ul style="list-style-type: none"> • Approved. • Publish Policy and Guidance as soon as possible (NB: B&H contacts to be appointed and trained) 	LM/KZ
7.	<p>Construction Charter Update on the introduction of the Construction Charter. Action Required:</p> <ul style="list-style-type: none"> • Approved • Review post Brexit 	KZ
8	<p>Private Use of Council Vans - Guidance Final Review of Guidance. Action: KZ to work with GMB on 3.6 and 3.9 Action: Approved to amend</p>	KZ/PM
9.	<p>AOB Agenda for Change T&C</p> <p>Action: Move to T&C sub group</p>	MM (RCN)
10.	<p>Next Meeting</p> <p>Thursday 10th October 11 – 12.30 CR1 HQ</p>	