

## HR Sub-Group – Actions

**30 March 2022, 9:30 – 11.30**

**Attendees:** Ailsa Mackay (IE&E), Alistair Bell (EIS), Anne Macpherson (Education), Caroline Campbell (C&P), Colin Sharp (P&H), Evelyn Johnston (P&G), Isabel McLellan (HR), Jannet Sikkema (HR), Hannah Jones (HR), John Gibson (UNISON), Laura Williamson (Transformation - attending on behalf of Matt Bailey), Louise McGunnigle (HR), Marc Jackson (UNITE), Margaret MacRae (RCN), Marie MacKenzie (HR), Marina MacDonald (HR), Koreen MacDougall (HR), Jane Henderson (HR), Paul MacPherson (GMB), Samantha Purdie (RCN), Sharon Barrie (P&H).

**Apologies:** Iain Swayne (R&F), Ian McLeman (UNITE), Matt Bailey (Transformation), Rikki Selkirk (GMB).

**Guest speakers:**

- Jane Henderson – Staff Survey
- Marie Mackenzie – Disciplinary Policy
- Caroline Campbell/Roslyn Clark – EV Home Charging
- Hannah Jones – Migrant Worker Recruitment Guidance
- Koreen MacDougall – Reasonable Adjustments/Disability Passport

**Observing/Note Taking:** Frances Smith (HR), Heather Malcolm (HR)

|   |   | Owner  |
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| 1 | <b>Welcome &amp; Apologies</b> – as above   |  |
| 2 | <p><b>Review Actions from Last Meeting (27 October 2021):</b></p> <ol style="list-style-type: none"> <li>1. Pending Actions from HRSG 8 March 2021:               <ul style="list-style-type: none"> <li>○ Living Wage Consolidation – Agenda Item 3</li> <li>○ Engagement Strategy – Agenda Item 5</li> </ul> </li> <li>2. Engagement &amp; Partnership Framework – Complete</li> <li>3. Disability Confident Accreditation &amp; Reasonable Adjustments Disability Passport – Agenda Item 9</li> <li>4. HR Policy Improvements:               <ul style="list-style-type: none"> <li>○ <b>Recruitment &amp; Selection Guidance</b> – The draft updated Recruitment and Selection Guidance should be with Unions for review in the near future. This updated guidance is designed to support managers through the attraction and recruitment of staff and includes the administrative process.</li> <li>○ <b>Grievance Policy &amp; Guidance</b> – The grievance policy and guidance have been reviewed following a workshop undertaken between HR and the trade unions to consider changes based on feedback and best practice. A working group is to be arranged before final sign off by HRSG</li> <li>○ <b>Disciplinary Policy &amp; Guidance</b> – Agenda Item 6</li> <li>○ <b>PIN Policies</b> – The PIN policy comparison document is completed. Jannet will progress with Margaret Macrae out with HRSG.</li> <li>○ <b>Fixed-term Contracts</b> – Agenda Item 4</li> </ul> </li> <li>5. Bullying &amp; Harassment – c/f to future HRSG</li> <li>6. Staff Survey – Agenda Item 5</li> <li>7. HR Service – Manager Survey - <b>Complete</b></li> </ol> | <p><b>Koreen</b></p> <p><b>Hannah</b></p> <p><b>Jannet</b></p> |
| 3 | <p><b>Living Wage Consolidation - Update</b></p> <p>Update on the progress of work being undertaken by HR and TU's to integrate RLW into the pay and grading model. THC are working with an external consultant who did the original job evaluation and a number of options have been identified and discussed with TU's.</p>   | <b>Louise</b>  |
| 4 | <b>Fixed Term Contracts</b>   |  |

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|   | <p>A review is required regarding the appropriate use and implementation of Fixed Term Contracts. Guidance is to be developed on appropriate use for temporary contracts.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>Working Group to be arranged to produce guidance on temporary contracts</li> </ul>  | <b>Jannet/<br/>Hannah</b>             |
| 5 | <p><b>Staff Survey</b></p> <p>Staff satisfaction survey will be issued in May and will run for 2 weeks. The survey will be issued digitally, including the potential to use QR codes or generic link. Assistance to complete will be available for those that require assistance.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>Survey questions to be finalised and agreed with Unions prior to wider distribution in May</li> </ul>   | <b>Louise/<br/>Jane</b>               |
| 6 | <p><b>Disciplinary Policy, Guidance and FAQ</b></p> <p>The Disciplinary Policy, Guidance and FAQs were issued previously, and comments and suggestions have been incorporated. Request made for agreement for final sign off. It was noted that the complete process i.e. appeals stage, was not incorporated within the documents. A flowchart of the full process would also be beneficial to include. Further discussion is required regarding the involvement of council members at stage 3 of the process.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>Working group to be arranged to discuss further before final sign off at HRSG.</li> </ul>   | <b>Marie</b>                          |
| 7 | <p><b>EV Home Charging</b></p> <p>There is proposal for a PILOT scheme to run with 5 employees to trial home charging ports for Council Electric Vehicles. The PILOT is open to any staff who are required to have a vehicle at home to carry out any out of hours or emergency work. It was noted that to fully assess the practicalities of the scheme, employees opting in should include some who live in rural areas. Clarity is required regarding the implications on employee's home insurance, as if it is for a work purpose some insurance providers may apply a premium; and if the scheme would be available to those with pre-paid meters.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li><b>No action – for noting only.</b></li> </ul> | <b>Caroline/<br/>Roslyn<br/>Clark</b> |
| 8 | <p><b>Migrant Worker Recruitment Guidance</b></p> <p>From 6<sup>th</sup> April 2022, evidence of right to work can only be obtained via the online service provided by the Home Office, physical documents are no longer acceptable. Guidance has been updated to detail what checks are acceptable, what IDs are acceptable and how to access the Home Office system. Communication will be issued to all managers and will include a link to the updated guidance on the HR microsite.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>Send Communications to all managers and update HR Microsite</li> </ul>   | <b>Hannah</b>                         |
| 9 | <p><b>Reasonable adjustments/Disability Passport</b></p> <p>Following a presentation to HRSG last year approval is sought to implement the use of Disability Passports. Communication will be sent to all staff and all documents will be available on the HR microsite and staff newsletter.</p> <p><b>Actions:</b></p>   |                                       |

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|    | <ul style="list-style-type: none"> <li>• Send Communication to all staff and update HR Microsite</li> </ul>  | <b>Koreen</b>                      |
| 10 | <p><b>HR Legislative Update Timetable 2022</b></p> <p>No update to provide.</p>  |                                    |
| 11 | <p><b>TU Items</b></p> <ul style="list-style-type: none"> <li>• <b>Redeployment &amp; Redundancy Policy</b><br/>Request on behalf of Staff-side that the Redeployment and Redundancy Policy to be separated into two separate policies, and for the Redeployment Policy/Process to be reviewed to ensure it is fit for purpose. It was noted that the current Redeployment Policy does not specifically mention redeployment due to ill health.<br/><b>Action:</b> <ul style="list-style-type: none"> <li>○ Working Group to be set up to discuss further</li> </ul> </li> <li>• <b>Recruitment Policy</b> – covered previously</li> <li>• <b>Draft Grievance Policy</b> – covered previously</li> </ul>                                 | <b>Hannah</b>                      |
| 12 | <p><b>AOB:</b></p> <ul style="list-style-type: none"> <li>• <b>Facilities Time</b> – concern raised that some union representatives are unable to be released for facilities time due to work pressures.<br/><b>Actions:</b> <ul style="list-style-type: none"> <li>○ Meeting will be arranged with TU representatives to discuss out with HRSG.</li> </ul> </li> <li>• <b>Member Induction</b> – As there will be many new Members elected on 5 May, L &amp; D, Chief, Kate Lackie, Evelyn Johnstone &amp; Elaine Barrie looking at what is required for member inductions.<br/><b>Actions:</b> <ul style="list-style-type: none"> <li>○ Evelyn to feed into Member Induction working group and feedback to HRSG</li> </ul> </li> </ul> | <b>Louise</b><br><br><b>Evelyn</b> |
| 13 | <p><b>Date for next meeting</b></p> <ul style="list-style-type: none"> <li>• Wednesday 22<sup>nd</sup> June 2022</li> <li>• Wednesday 28<sup>th</sup> September 2022</li> </ul>  |                                    |