

## HR Sub-Group – Actions

22 June 2022

**Attendees:** Ailsa Mackay (IE&E), Alistair Bell (EIS), Caroline Campbell (C&P), Colin Sharp (P&H), Evelyn Johnston (P&G), Isabel McLellan (HR), Janet Sikkema (HR), Louise McGunnigle (HR), Marc Jackson (UNITE), Margaret MacRae (RCN), Marie MacKenzie (HR), Marina MacDonald (HR), Paul MacPherson (GMB), Samantha Purdie (RCN).

**Apologies:** John Gibson (UNISON), Sharon Barrie (P&H) Iain Swayne (R&F), Ian McLeman (Unite), Matt Bailey (Transformation), Rikki Selkirk (GMB).

**Guest speakers:**

**Koreen MacDougall** - Recruitment & Selection Policy & Guidance / Employee Exit Procedure

**Hannah Jones** – Grievance Policy / Mediation / Covid guidance update / Fixed Term Contracts / B & H Policy / Redeployment & Redundancy

**Marie Mackenzie** – Disciplinary Policy

**Observing:** Frances Smith (HR), Audrey Shepherd (HR)

		Owner
1	<b>Welcome &amp; Apologies</b> – as above	
2	<p><b>Review Actions from Last Meeting (30 March 2021):</b></p> <ol style="list-style-type: none"> <li>1. <b>Pay modelling</b> – Arrange with Unions the extension of the implementation date and backdating payments to 1st April. C/f to next HR Sub meeting</li> <li>2. <b>Staff Survey</b> - Took place in May – results to be shared</li> <li>3. <b>Disability Confident Accreditation &amp; Reasonable Adjustments Disability Passport</b> – Send Communication to all staff and update HR Microsite. Complete.</li> <li>4. <b>Recruitment &amp; Selection Policy</b> - agenda item 3</li> <li>5. <b>Grievance Policy</b> – a working group has been arranged to discuss proposed changes to the Grievance policy. A further working Group meeting is required to assess progress and take account of information gathering from other SLA's. C/f to next HR Sub.</li> <li>6. <b>Disciplinary Policy</b> – Work is ongoing to finalise updates to disciplinary policy. Further working group meetings required. C/f to next HR Sub.</li> <li>7. <b>Fixed term contracts</b> – guidance and best practice currently being developed. Working group to be arranged. LNCT24 (teaching supply staff) to be reviewed.</li> <li>8. <b>Bullying and Harassment Policy</b> – set up a dedicated page on the HR microsite to direct managers and employees to policies, support and guidance. Complete.</li> <li>9. <b>PIN policies</b> – comparison document being compiled. Item to be kept on agenda for updates when they occur</li> </ol>	<p>Louise</p> <p>Louise</p> <p>Koreen</p> <p>Koreen</p> <p>Jannet/ Hannah</p> <p>Marie</p> <p>Koreen/ Hannah</p> <p>Hannah</p> <p>Jannet/ Margaret</p>

	<p>10. <b>Redeployment &amp; Redundancy</b> – Staff Side requested that consideration be given to the separation of the Redeployment &amp; Redundancy policy. A working group is to be arranged.</p> <p>11. <b>Facility time</b> – concerns raised that some union colleagues are not being released to undertake TU duties. Elaine B to take forward with unions.</p> <p>12. <b>Member Training</b> – Evelyn organising statutory member training and meeting with ECO's/Heads of Service. Marc J asked that TU's get a slot to meet with Members as part of their induction to emphasis partnership working.</p>	<p>Hannah</p> <p>Elaine</p> <p>Evelyn</p>
<b>22 June 2022 Agenda Items:</b>		
3	<p><b>Recruitment Selection Policy &amp; Guidance</b></p> <p>Policy approved. Koreen stated that there is still further work to be done on the guidance.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>complete guidance and c/f to next HR Sub for approval.</li> </ul>	Koreen
4	<p><b>Employee Exit Procedures</b></p> <p>The procedure was reviewed by TU's and the main change to come was that the exit interview/questionnaire was to be undertaken by a neutral party, not the line manager. The data collection is to be shared with the HR Business Partner who will share with the Service. There is a separate questionnaire for movers and for leavers and a follow up option to be given.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>Form to be amended to take in all agenda for change staff and teaching. Agreed changes to be circulated via email. No requirement to return to HR Sub.</li> </ul>	Koreen
5	<p><b>Staff Survey</b></p> <p>Staff satisfaction survey closed on 12 June. At the end of June the results will be analysed and sent to the Chief Executive. A full report will be pulled together over the summer for September full Council. There was over 40% response which is really encouraging. Still waiting on an exact figure for responses.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>Results to be shared with the organisation.</li> </ul>	Louise
6	<p><b>Mediation</b></p> <p>Developing a scheme to promote a mediation service within the Council. Ten people have recently been trained to undertake mediation between two people. We now have 13 people fully trained within the whole Council. A working group will meet to define a procedure.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>Working group session/meeting to be held on 28 July to develop procedures</li> </ul>	Hannah
7	<p><b>Current Covid guidance update</b></p> <p>Guidance has changed in relation to covid overview. Updated communication has gone out to all managers in relation to reporting sickness absence/ covid absence. Covid related absence is currently recorded as special leave for up to 10 days. On 30 June this finished and from 1 July absences related to covid to be recorded as normal sickness absence.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>check with other SLA's if this is the same dates for NHS workers.</li> </ul>	Hannah
8	<p><b>HR Legislative Update Timetable 2022</b></p> <ul style="list-style-type: none"> <li>On 1 April 2022 the national minimum wage changed to £9.50 per hour for 23-year olds and over.</li> <li>Statutory maternity/paternity allowance rises to £256.66.</li> <li>Statutory Sick Pay (SSP) increases to £99.35 per week.</li> </ul>	

	<ul style="list-style-type: none"> <li>○ From 6<sup>th</sup> April there is no longer a requirement for GPs and other doctors to sign a fit note personally as evidence of an employee's sickness absence. A new set of regulations allows fit notes to be issued digitally, a practice made commonplace alongside virtual consultations during the Covid-19 pandemic. A new form is being developed and both the old and new versions will be legally valid while the new version is being rolled out.</li> </ul>	<b>Marie</b>
9	<p><b>TU items</b></p> <ul style="list-style-type: none"> <li>○ Currently excess travel is paid at 22p/mile and this dates from 1996. Recently there was a travel and subsistence policy overhaul which made no reference to any differentiation between types of mileage thus it would appear to override the 1996 document and require the standard mileage rate to be applied. Also, these rates were set in very different times and were supposed to cover not only fuel but wear and tear to personal vehicles when being used for business purposes.</li> <li>○ Job advert wording is a concern as has been raised outside of the Authority regarding the use of certain positive discrimination statements in teaching adverts. Namely those which 'encourage' female applicants as there is apparently a shortage of such folk. This puts off potential applicants and has no qualifying evidence. Example provided was of a recent Drama post in a school in Highland. It would be difficult to say that in a one-person department that there is an underrepresented gender.</li> </ul> <p><b>Action:</b> Elaine B to consider a review of excess travel rate with the Chief Executive</p>	<b>Elaine</b>
10	<p><b>Date for next meeting</b></p> <ul style="list-style-type: none"> <li>• Wednesday 28<sup>th</sup> September 2022</li> </ul>	