

HR Sub-Group Agenda

Date: 2nd November 2022, Time: 9:30am, Location: Microsoft Teams

Attendees: Alistair Bell (EIS), Anne MacPherson (C & L), Caroline Campbell (C & P), Iain Swayne (R & F), Louise McGunnigle (HR), Margaret MacRae (RCN), Paul MacPherson (GMB), Allan Henderson (H & P – attending on behalf of Sharon Barrie), Shelly Rennie (P & G), Hannah Jones (HR), Isabel McLellan (HR), Jannet Sikkema (HR), Kateryna Zoryk (HR), Koreen MacDougall (HR), Marie Mackenzie (HR), Marina MacDonald (HR), Jane Henderson (HR), Laura Williamson (Transformation – attending on behalf of Matt Bailey).

Apologies: Matt Bailey (Transformation), Sharon Barrie (H & P), Samantha Purdie (RCN), Rikki Selkirk (GMB), Marc Jackson (Unite), Ailsa Mackay (I, E & E), Colin Sharp (H & P)

Guest speakers:

- **Koreen MacDougall** - Recruitment & Selection Policy & Guidance
- **Hannah Jones** – Grievance Policy / Mediation Guidance
- **Marie Mackenzie** – Disciplinary Policy

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

Agenda Item	Owner	
1	Welcome and Apologies – as above	Louise
2	<p><u>Review Actions from last meeting – 2nd November 2022</u></p> <p>1. Pay Modelling – Implemented within reasonable timescale. No specific update. <i>C/f to next HR Sub.</i></p> <p>2. Staff Survey – Took place end of May. High level results will be shared via Staff Engagement Sessions in November. Final report to be shared with Exec’s and TU’s soon, followed by service breakdowns.</p> <p>3. HR Policy Improvements:</p> <ul style="list-style-type: none"> ➤ Recruitment & Selection Policy & Guidance - Policy approved. Further work to be done on the guidance. <i>C/f to next HR Sub.</i> ➤ Grievance Policy – Changes to the policy agreed in principal by HR Sub. However, changes to be agreed via LNCT for Teachers. Hannah to take forward with Alistair to finalise. Clarity also required on the policy that this does not apply to staff on NHS terms & conditions. ➤ Disciplinary Policy – Changes to the policy & guidance approved in principal by HR Sub. A meeting with Chair of Corporate Resources is to be arranged to finalise proposed change to Member Appeal Panel, if agreed final documents to be circulated to HR Sub for final approval via e mail. 	<p>Louise</p> <p>Louise</p> <p>Koreen</p> <p>Hannah/Jannet</p> <p>Marie</p>

	<ul style="list-style-type: none"> ➤ Fixed Term Contracts - guidance and best practice being developed. Working group to be set up with HR and Unions. LNCT24 (teaching supply staff) to be reviewed. <i>c/f to next HR Sub.</i> ➤ Redeployment & Redundancy – Work is ongoing to separate and strengthen both policies. A working group is to be arranged. <i>c/f to next HR Sub.</i> ➤ Mediation – Approved in principal. Hannah to discuss and agree form of wording in relation to clarifying Agenda for Change with Margaret. No requirement to return to HR Sub. ➤ Excess Travel - Excess travel is paid at 22p/mile since 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. Elaine B to consider a review of excess travel rate with the Chief Executive. <i>C/f to next HR Sub.</i> ➤ Maternity Guidance – changes to the maternity guidance were discussed and agreed by HR Sub. ➤ Carer Positive Policy – Policy and Guidance has been developed to support employees with caring responsibilities. A working group meeting is to be arranged to discuss and agree before returning to the next HR Sub for final approval. <i>C/f to the next HR Sub.</i> 	<p>Koreen</p> <p>Hannah</p> <p>Hannah</p> <p>Elaine</p> <p>Lorna</p> <p>Marie</p>
3	<p><u>Recurring Agenda Items:</u></p> <ul style="list-style-type: none"> • PIN Policies – No update for this HR Sub. • HR Legislative Update Timetable 2022 <ul style="list-style-type: none"> - Fit Note Certification Rule Change - Neonatal Care Bill Receives Government Backing - Agency staff replacing strikers becomes lawful - Right to Work Checks Change 	<p>Jannet/Margaret</p> <p>Marie</p>
8	<p>TU Items:</p> <ul style="list-style-type: none"> • None 	
9	<p>A.O.B.</p> <ul style="list-style-type: none"> • Carer Positive Policy – as above 	
10	<p><u>Date and time of next meeting</u></p> <ul style="list-style-type: none"> • Wednesday, 8th February 2023 (9.30am – 11.30am) 	<p>Louise</p>

