

HR Sub-Group

Date: 9th August 2023, Time: 9:30am, Location: Microsoft Teams

Chair: Elaine Barrie, Head of HR

Attendees: Alistair Bell (EIS), Anne MacPherson (C&L), Iain Swayne (R&F), Colin Sharp (H&P), Jane Henderson (HR), John Gibson (Unison), Koreen MacDougall (HR), Hannah Jones (HR), Isabel McLellan (HR), Jannet Sikkema (HR), Paul MacPherson (GMB), Samantha Purdie (RCN), Margaret MacRae (RCN), Ailsa MacKay (IE&E), Marc Jackson (Unite), Alan Yates (C&P), Jon Shepherd (ICT), Jason Kelman (H&P),

Apologies: Caroline Campbell (C&P), Rikki Selkirk (GMB), Alan McKinnie (C&P), Sharon Barrie (H&P), Allan Henderson (ICT).

Observing/Note Taking: Angela MacRae (HR), Louise Young (HR)

Agenda Item	Owner
1 Welcome and Apologies – as above	
2 <u>Review Actions from last meeting – 8th February 2023</u>	
<p>1. Pay Modelling – Implemented in May 2023. No negative feedback received and new rates now on HR website. Thanks to all staff involved.</p>	Elaine/Louise
<p>2. Staff Survey – Key 3 themes to focus on; employee engagement, senior leadership visibility & managing change. Some Services have now conducted their staff briefings.</p>	Elaine/Louise
<p>3. Update to previous Policy & Guidance items:</p>	
<p>➤ Carer Positive Policy – Launched June 23 and all documents available on HR Microsite. Since launch 2 drop in sessions have been arranged & well received, ongoing every 6-8 weeks. <i>Action: Policy to be reviewed in Dec 23.</i></p>	Jane
<p>➤ Disciplinary Policy – NFA required. Training via Traineasy.</p>	
<p>➤ Excess Travel – Benchmarking into other Councils carried out. Not proposing to change the rate at this time – HC not out with the range of other Councils. <i>Action: Clarity required on when it is paid including stating rate in the policy. c/f to next HR Sub.</i></p>	Elaine/Louise
<p>➤ Fixed Term Contracts – Approved Feb 23. Links added to policy / LNCT Agreements / Agenda for Change.</p>	Koreen
<p>➤ Grievance Policy – Approved Feb 23. Focus is on informal resolution and been successful so far with 11 out of 21 grievances settled informally since Feb 23. Union raised appropriateness of chair for stage 2 hearings.</p>	Hannah/Jannet

	<p><i>Action: Discussion to take place between SHRO & Unions. c/f to next HR Sub.</i></p> <ul style="list-style-type: none"> ➤ Recruitment & Selection Policy Guidance – Few amendments to the policy – HRBP involved at HoS recruitment. People Development team creating training. ➤ Redeployment & Redundancy – Progressing slowly. Review of redundancy policy required. <i>Action: Working group is to be set up. c/f to next HR Sub.</i> ➤ Sexual Harassment Policy – Previously agreed but not published yet. <i>Action: Identification of more trained officers required before publishing policy. c/f to next HR Sub.</i> ➤ With Cause Drug & Alcohol Testing – Testing is not provided by new OH provider PAM. Looking at other options. <i>Action: Benchmarking underway. Review of current Substance Misuse policy. c/f to next HR Sub.</i> 	<p>Koreen</p> <p>Hannah/Jannet</p> <p>Isabel</p> <p>Caroline Campbell/ Jane</p>
4	<p><u>New Policy & Guidance items:</u></p> <ul style="list-style-type: none"> ● Absence Without Leave Guidance <ul style="list-style-type: none"> - Identified the need for an additional policy under Attendance Management Policy - When employee is not at work and not communicating with manager. <i>Action: Working group to be set up and 1st session to be arranged.</i> ● Talent Strategy <ul style="list-style-type: none"> - Draft document circulated, aids staff retention / allows employees to develop. <i>Action: Feedback / comments to Jane Henderson or Koreen</i> ● Whistleblowing <ul style="list-style-type: none"> - Asking for feedback on the policy / any changes required / suggested improvements - Query compliance with NHS Policies and recent legislation change. <i>Action: c/f to next HR sub</i> 	<p>Hannah</p> <p>Koreen</p> <p>Donna Sutherland</p>
5	<p><u>Scheduled Policy Updates and New Policies</u></p> <ul style="list-style-type: none"> ● Attendance Management (review) <ul style="list-style-type: none"> - Policy to be reviewed as result of a recent audit. - Managers to inform employees when they reach half pay / nil pay - Training has been launched on MyView to support managers <i>Action: Possible Working group to be set up. c/f to next HR sub</i> 	<p>Jane</p>

	<p><i>A concern was raised on implications of managers informing their staff when they reach half/nil pay and discussion taking place with Payroll and HR Transactions Manager regarding this.</i></p> <ul style="list-style-type: none"> • Career Break <ul style="list-style-type: none"> - Draft Policy has been issued. <i>Action: Comments to be sent to Jane Henderson. c/f to next HR sub</i> 	Jane
6	<p><u>Pin Policies</u></p> <ul style="list-style-type: none"> • Phase 2 of the Once for Scotland Policies (for staff on Agenda for Change) <ul style="list-style-type: none"> - Comparison of policies on-going. Soft launch from 12/7/23. To be implemented by 1/11/23. - Need to discuss any implications around the launch - Training for HRO's on new policies. <i>Action: c/f to next HR sub</i> 	Margaret/Jannet
7	<p><u>TU Items</u></p> <ul style="list-style-type: none"> • Calendar visibility of managers <ul style="list-style-type: none"> - For managers responsible for more than 1 establishment, for contacting purposes, e.g. Head Teachers of cluster schools. <i>Action: Anne MacPherson and Alistair Bell to have separate conversation</i> 	Alistair / Anne
8	<p><u>HR Legislative Update</u></p> <ul style="list-style-type: none"> • Holiday Pay – consultation closed 09/03/23 • Statutory Maternity & Paternity Pay – increased from £156.66 to £172.48 p/w effective April 23 • Statutory Sick Pay – Increased from £99.35 to £109.40 p/w effective April 23. 	Jane
9	<p>A.O.B.</p> <ul style="list-style-type: none"> • Members of public filming staff while working. Filming/recording in public spaces complex in terms of legislation. Guidance required for staff. • Audrey Shepherd HRO now in People Development team in a coaching role. Will assist with coaching/developing employees and managers. 	Elaine/Louise
10	<p><u>Date and time of next meeting</u></p> <ul style="list-style-type: none"> • Wednesday 4th October 2023 (9.30am – 11.30am) TBC. 	Elaine/Louise