

Attendance: S Deery/E Taylor/J McClafferty/M Sands/F Dougall/A McCormick/
E Denham/K Chalmers

1. **Apologies** : No apologies
2. **Minute of Previous Meeting and Matters Arising**

The group agreed the minutes of previous meeting held on 13 November 2018 being accurate.

Volunteering Policy

- Volunteering Policy has been amended with clarification that SCRA will not reimburse employees for time off out with working hours. Time can be credited if within contracted hours. Travel time reimbursed if within contracted hours and in excess of normal travel time.

ACTION: Susan has suggested on promoting the policy more and to place an annual announcement on Connect as a reminder.

Flexible Working Policy

- Policy was approved and can be uploaded on Connect.
- Jim raised the issue on the need for criteria and parameters around home working, the principles around the policy and managers expectations.
ACTION: Kirsty to research principles around flexible/SMART working, including home working and to draft a guidance for managers. To be tabled on 24 April meeting.

Trade Union Act 2016 – Reporting of Facility Time

- It is currently not possible to include more granular reasons for time off for TU duties in the self service section of iTrent. This was accepted by the HR Sub Group.

Charity for Civil Servants

- Patricia Stevenson, Nadia McIntosh and Kirstie Chalmers met with Tricia Falconer from the Charity for Civil Servants in September 2018 to discuss the services they provide. This would be in addition to the Employee Assistance program we currently offer. An information session, with Tricia Falconer, has been arranged in Ochil on 27 February 2019.

Holiday Pay

- HR Sub Group noted the impact on staff if the holiday pay calculation was calculated on a 6 monthly basis. Susan and Fergus will continue this discussion off-line.

Job Evaluation

- **ACTION:** HR to update Job Evaluation policy as per recent discussions and update Connect.
- Job Evaluation Committee members found the last meeting ran smoother and the new guide charts steered the group more effectively.

Maximising Attendance Update

- Morna tabled an amendment to the current wording in Section 3.3 of the Maximising Attendance Policy to provide clarity on the Policy Action Points. This was previously circulated to the group and the HR Sub approved the amendments.

Information Request by Unison – Temporary Contract

- Adele queried if employees with temporary contracts have the same access to training opportunities as permanent contract holders. Susan confirmed that they have the same access as staff on permanent contracts.

Bereavement Leave

- Morna tabled a point of clarification when calculating Compassionate Leave. This was separating 5 days for bereavement leave (pro rated) and 1 day for funeral. Section 3.2 of the Leave and Associated Allowances Policy has been reworded to clarify that this can be applied more than once per annum ie. per bereavement event.
- Adele was looking for further clarity on expectations when attending a colleague's funeral. It was clarified that managers should respond to different circumstances, seeking HR advice if required.

Christmas Issues

- **ACTION:** Communication for 2019 to go on Connect over the summer period.

Equality Monitoring Campaign – There has been a slight increase in data received since the equalities monitoring campaign which encouraged staff to update their sensitive data.

3. Workforce Plan

- Overriding principle is keeping the workforce plan manageable particularly in response to the impact of the implementation of the new CSAS system on Localities.
- Voluntary Exit Package – Susan advised the group that a paper has gone to the Board seeking approval for small VER scheme (up to 4.5 FTE). Susan clarified that, to protect front line services, the scheme would only be open to management positions. UNISON indicated that they were content that front line services would be unaffected and sought assurance that the impact on localities would be taken into account when offers were being made.
- Health and Wellbeing – The group voiced the importance of providing appropriate support to frontline staff in terms of the complex and sensitive case information that they manage. The workforce plan makes provision for the trauma informed practice and support and this will be getting rolled out over the summer, initially to managers.
- Probationary Policy – Susan noted that the board had queried whether SCRA should consider a probationary policy. The HR Sub group agreed to come back to this point in due course, given the other planned work on the group. Fergus believes that Unison would be open to considering such a policy. **ACTION:** Group to bring this item back to the table at a later point in the year.
- Group agreed the Annual Workforce Plan and it would be published on Connect.
- In seeking LGBT Youth accreditation, SCRA is required to review its policies to ensure LGBT discrimination is eliminated. The LGBT sub group of the Equalities Network have asked the HR Sub to consider reviewing the Grievance, Disciplinary and Maternity policies as the first round of policy review. The HR Sub group agreed to consider this after finalising the Dignity at Work and Recruitment and Selection reviews.

4. Dignity at Work

- Fergus to bring this item back to the table in March. Fergus and Adele to take policy to the Branch to get further clarity on which section caused confusion.
- **ACTION:** Fergus to share any comments with the group before next meeting in March.

5. Management Guidance Court Cover

Group agreed the guidance and it will be published on Connect.

6. AOB

- Rule of 85 – Fergus shared with the group a note from Unison on Retirement Benefits. **ACTION:** Use Fergus's update to provide staff with information on Connect.
- Flexi-time and Compensatory Time Off - in response to a number of queries, it was suggested that the Flexi Time policy was required to be amended for clarity. At the moment the policy refers to full and half days of flexi leave,

however given the increased number of staff who work longer days (e.g. compressed working) this no longer provides comparable time off for staff and is therefore unfair (as some staff can take more flexi in one period than others). Suggested change to policy wording:

Current Policy:-

3.8 An employee is eligible to request the equivalent of two days or four half days flexi leave per accounting period, pro-rated for part-time staff.

Suggested Amended Wording:-

3.8 An employee is eligible to request 14 hours flexi leave per accounting period, pro-rated for part-time staff.

UNISON raised some concerns about the change and agreed to consider this offline and respond to Morna directly prior to the next meeting.

7. Date of Next Meeting

Tuesday 26 March 2019